

PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, February 2, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay,

Present:	Chair Jesse Brunette, Bill Clancy, Vicky VanVonderen, Tim Carpenter
Excused:	John Vander Leest
Also Present:	Supervisors Kaster, Erickson, Schuller, Scray, Lynn Stainbrook, John Hickey, Kurt Beyler, Lori Denault, Cora Haltaufderheide, Rory – PMI, Rolf Johnson, John Rickaby, Scott Anthes, Neil Anderson, Doug Hartman, Troy Streckenbach, Other Interested Parties

I. Call to Order:

The meeting was called to order by Chairman Jesse Brunette at 5:00 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to modify the agenda to move item #3 to be heard prior to item #9. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 5, 2012.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to approve with the modification that the January 5, 2012 meeting was called to order by Jesse Brunette, not Tim Carpenter. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Review Minutes of:

a. Library Board (November 17, 2011).

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. Communication from Supervisor Erickson re: Update on reducing County Boat Launch fees to seniors (65 and over) from \$30.00 to \$20.00.

Supervisor Erickson stated that he and Interim Facility Director Doug Marsh attended a meeting in De Pere and he felt that De Pere does not wish to do this, however, Erickson also spoke with Corporation Counsel John Luetscher who indicated that since both Green Bay and Brown County are in favor, it could still be done. Erickson would like to revisit this in June or July.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Communication from Supervisor Brunette re: To enter into a Memorandum of Understanding with the Neville Public Museum Foundation regarding a new governance model for the Neville Public Museum. *Referred from January County Board.*

Although shown in proper format here, this item was discussed immediately preceding item #9.

Museum Director Rolf Johnson provided a handout (attached) and provided a briefing with regard to the same. Johnson stated that it would be premature to give a lot of detail on some of the things that have been alluded to in earlier conversations, but he does wish to make sure that both entities are supporting the operations and programs at the Museum. Johnson stated that what needs to be determined is what the future of the Museum is and where to find the balance between the mandated services and things such as the golf course, museum and library. Johnson stated that Brunette wanted a letter of intent and he supported this as did the Foundation and the Executive as well as Attorneys Luetscher and Mohr. They got together to craft what elements would be in a letter of intent or memorandum of understanding to understand the current relationship as well as where the Museum may be heading so that it may prosper. This draft letter was supposed to be reviewed at the last Executive Committee meeting of the Foundation but this had to be postponed. Johnson did not feel he could in good conscience send the letter back until the Foundation had a chance to review it and add their input. His intent is to continue to work on a letter of intent so that by the next Ed and Rec Committee meeting there has been full analysis and a formal letter of intent will be presented.

Brunette felt that the Museum needed to be insulated from budget cuts because we are asking Johnson to lead and revitalize the Museum but then the budget gets cut and that demoralizes the staff, creates organizational chaos and sets them up for failure. Brunette felt we need to empower the governing board for the Museum, similar to what the library did.

Brunette would like to see a unified governing board made up of a supervisor or two and people from the community who can come together to make decisions. This would entail increased funding and involvement from the foundation, giving them more authority, as well as a baseline commitment from the County Board. He felt this would allow the Museum to have some consistency which is what he is looking for. Brunette continued that they are hoping to have some type of memorandum of understanding or letter of intent to move the process forward in the March or April timeframe.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

4. **Update from Corporation Counsel John Luetscher regarding Room Tax Issues. *To hold for one month and invite Corporation Counsel John Luetscher to attend the next Ed and Rec Committee meeting.***

Standing item, nothing to report.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resch Centre/Arena/Shopko Hall

5. **Complex Attendance for the Brown County Veterans Memorial Complex.**

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Arena Complex Deferred Maintenance Update by Interim Facilities Mgmt. Director Doug Marsh.

County Executive Troy Streckenbach stated that in discussions with regard to future projects and future needs of the County, the question has been raised a number of times as to whether there has been adequate mechanisms put in place to appropriately take care of the County's assets and, in particular, the arena complex. Current funding for the complex consists of \$160,000 received from PMI. The arena campus is approximately 293,000 square and has a replacement value of roughly \$80 million dollars. Streckenbach continued that \$100,000 is also given by Dick Resch specifically for the Resch Center. He said that through refinancing of the CDA bonds savings of approximately \$6 million dollars will be realized over the next 17 years, however, at the same time, the County is expending its own resources to make this happen and there is no technical funding mechanisms in the endeavor. The refinancing of the CDA raises a number of other questions that are alarming to some degree. Streckenbach felt that the previous intentions were that the County would be paying the bonds off entirely and retire the debt earlier than what was originally prescribed, however, this did not happen.

Streckenbach continued that industry standards for maintenance of a complex such as the arena complex is that between 2 – 4 percent of the value of the complex should be allocated for maintenance. For the arena complex, this would be between \$1.6 – \$3.2 million dollars.

Interim Facilities Director Doug Marsh provided the Committee with a handout entitled *Brown County Veterans Memorial Complex Deferred Maintenance Planning Executive Summary* (attached). Streckenbach stated that he wished to address four things contained in the report. The first item Streckenbach wished to address was history and he stated that the history shows that when the projects were put together in 1999 they did not take care of one major problem and that was the maintenance of the facilities on a long term basis. Streckenbach stated that everything comes back to the tax consequence and the County can only receive 10 percent of revenue before we jeopardize the tax exempt status. If this is jeopardized, it would cost millions of dollars.

Secondly, the County has not fully identified how they are going to maintain the facilities. Streckenbach does not believe that they would want to bond for this; however, we do not have the appropriate mechanisms for maintenance in place as of right now. The current arrangement with CVB and PMI is very convoluted and interesting, but back in 1999 all the signals were that this was a great idea and the debt would be paid off early and the County would be in a better position to maintain the facilities as we would not have to worry about the tax exempt status. Roughly \$8.6 million dollars will need to be spent in the next 10 years to continue to maintain the Hall of Fame, Arena and Shopko Hall. Somewhere in the 10 year time frame there will need to be plumbing, electrical, ADA codes, etc. that will have to be addressed. Streckenbach felt that the County needs to start considering if we want to go this route or think about looking at other opportunities.

Third, Streckenbach felt that we need to discuss the future and that somehow in the renegotiating of the lease coming up and the partnership with PMI, we have to figure out a better system to maintain the current facilities and he is looking forward to having a lot more answers. Streckenbach stated that they will probably have to bring in a tax attorney to help navigate the world of the tax exempt status to make sure that we are not putting the future leadership of this County in the same predicament that we are currently in.

Finally, Streckenbach wished to point out that this report was done based on the feedback of the Rosser report that was done in 2005 and with the assistance of PMI in identifying certain needs, but what it does not identify is what the Resch Center is going to need. We are now closing in on 10 years of the Resch Center and we are going to have to start to address long term maintenance items that will be creeping up. This report does not identify those long term needs and Streckenbach felt that we may have to do a study on that so that we have the foresight of knowing what will be necessary.

Doug Marsh referred to the *Deferred Maintenance Planning Executive Summary* and outlined the information contained in the report.

Van Vonderen questioned if there would be a return on investment for doing the repairs and maintenance. Marsh stated that the answer to that is both maintenance driven and program driven. Marsh is not certain how the arena compares to other similar venues but he felt the question is if the repairs are done, would the facility meet the needs for the next 30 – 50 years and if the answer is “no”, then the wiser choice may be to replace the building, although he is not advocating either way.

Cora Haltaufderheide of PMI stated that she would like to defer Van Vonderen’s question until they get the study back. She felt that the study would provide the information to allow the Committee to see the potential of the facilities. She also stated that before 1999 there was not a dime put in the Brown County arena for upgrades and also stated that PMI would not be able to operate without the square footage they currently have to bring in the amount they do to live up to the expectation of their contract to pay \$850,000 to the Visitor and Convention Bureau along with the \$160,000 to the County. She continued that she has been in her position for seven years asking for some type of funding and saying that the arena is falling apart. She said that PMI’s numbers fluctuate from year to year, but overall they are paying their bills and living up to the contract but it is getting tougher and tougher. They currently have a \$1.4 million dollar investment personally as far as PMI finances of capital in the Resch Center and also have put in \$1.6 million dollars in operating capital in the last 10 years that would be lost if PMI were to leave.

With regard to Van Vonderen’s question regarding return on investment, Streckenbach wished to add that the big question is whether the return on investment would be community wide in that it would be reflected in the tax revenue. The other side of the equation is that whenever we get to the next point of discussion, we first have to ask if the County recognizes if they are in the business of owning assets, that they are going to take care of the assets. He felt we need to get to the point where we agree that funding for maintenance and repairs needs to be allocated, just like in a regular business plan. Then the big question would be what dollar amount or percentage should be applied. When that agreement is reached, we can then go back to the table to try to find mutual ground with our partners about meeting that goal to appropriately take care of the assets.

Clancy asked Marsh what the drop dead date for the arena is if it were to be decided not to do anything. Marsh stated that every building has a natural rate of decay assuming you don’t do anything to it. The arena is 52 years old and is a pretty solid building, but it has had a lot of use and due to the age and original building systems there are a lot of things that need to be replaced. Marsh continued that PMI has been doing a good job on routine preventative maintenance and the County has been putting forth a modest amount of money over the last five years for capital repair and replacements. Marsh stated at some point there could be a

catastrophic failure if maintenance is not funded but he could not make a guess as to how long the building could continue to function as is.

Streckenbach stated that the County Board is also being asked to look at other projects as well as trying to figure out how to take care of the current needs and he is asking for patience in looking at the big picture as to what the future looks like. He felt that everyone wanted to see the County thrive and wants to see job creation and development, but also have the responsibility to make sure that we are appropriately putting in the measures and mechanisms to take care of future needs in working with current partners.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Item #3 was taken at this time.

Library

7. Director's Report.

Library Director Lynn Stainbrook provided the Committee with the January, 2012 Library Report, attached. She stated that they were happy to have the model railroaders as tenants and also reported that some things are being moved around in the library. She also brought a sample of a solar panel that was being installed at the Weyers Hilliard branch.

Stainbrook stated that January was very busy at the library and staff had been inundated with questions on e-readers such as the Nook and Kindle. They have hosted classes and provided other learning opportunities regarding e-readers and also stated that the library does have a selection of e-books available.

Stainbrook continued that they had their skylight ribbon cutting ceremony on January 28, 2012 and she had photos of the event to share with the Committee. Congressman Ribble was the main speaker and County Executive Troy Streckenbach and Library Board President Dr. Watermolen also spoke. Stainbrook said that it is estimated that they are using less than one-third of the wattage they used to use and the amount of natural lighting provided by the skylights is incredible. She also reported that they had begun working on the elevator project and she will keep the Committee updated on progress.

Stainbrook continued that with the ending of the union contracts, the Library Board has had an opportunity to make some changes in their personnel policies. They have been working with a group of employees to update personnel policies which have been reviewed and approved by the Library Board and these policies are contained in the attached handout. Also contained in the handout is Chapter 4 as applies to the library. The packet also contains a new job classification for a shelver which has been approved by the Library Board. The final item in the packet is the table of organization changes that have been approved. Stainbrook also provided the Committee with the library closing schedule for 2012 and the 2010 to 2011 carry over projects report, both of which are attached.

Stainbrook was asked if she projected labor costs to decrease with the Chapter 4 rewrite. She stated that the Library Board is using carryover funds to balance the budget for 2012 and the Library Board strongly directed that administration would need to fix that and they would not be able to continue using carryover funds in 2013. She felt that the shelver position would help as

will cross training and flexibility. Chair Brunette asked if the library workers will still be employed by Brown County but Stainbrook was not able to say what the future status would be. Stainbrook stated that the employee feedback on the rewrite of Chapter 4 has been very positive and the employees are happy and she felt that was because they communicate well with the employees and are involving them in the decision making process. Lynn Hoffman reiterated that because the channels of communication are open with the employees, they employees feel that they have the opportunity to give input and voice concerns.

Finally, John Hickey, co-chair of the Central Library Repair and Renovation Task Force would like to make a presentation at the next County Board meeting. Stainbrook was looking for input from the Committee as to what kinds of things the Board would like to have presented and in what format. She also stated that they have a proposal from Boldt Construction for the engineering specifications and within that they have a process called value design that targets a lower cost. She continued that the Library Board is being very responsive to the desire of the Board in bringing the costs down. Hickey stated that the initial design evaluation was \$23.4 million, and they are proposing to do the design work for \$1.5 million and that money has been set aside but not approved. The new target is \$17 million. The advantage is that the design work can be done but the repairs do not have to be immediate, but would be a part of the total project overall. He also stated that they will be able to ask the state and federal governments for grants for energy savings and handicap accessibility. Hickey also stated they can start talking to the people in the public for naming rights.

Van Vonderen felt it was clear that there was money available in the energy savings and efficiency area and this was evidenced by the skylight project. Hickey felt that Reed Ribble seemed very helpful as do other representatives around. Clancy felt that this seemed to be a great step in moving forward.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

8. Superintendent's Report.

Scott Anthes provided a report to the Committee (attached) entitled *Winter Crown Hydration Injury on Turf: Causes and Cures*. He had been touring the grounds daily and explained some of his concerns with the unusual winter weather. He stated he will continue to monitor the course but there is nothing they can do to prevent any weather-related damage. They do have all of the greens covered. He will continue to keep the Committee advised with regard to the conditions of the course throughout the winter.

Anthes continued that there had been some sad news with the First Tee in that Mr. Drossart passed away in January. Drossart was the lead spokesman for the project and Anthes is not sure where the project currently stands as he has not been contacted by anyone from the First Tee.

With regard to the Trout Creek project, Anthes stated that they had a walk through with the bidding contractors and bids are due February 10. Anthes felt that the weather is making this project look like it may not happen this winter. He did not feel they would be able to get dump trucks in and out with no frost in the ground and the contractors were also concerned about

this. Anthes felt that the project may now get pushed off until next November and he will keep the Committee updated.

Anthes did have good news in that they budgeted \$50,000 for a new rough mower but they were also instructed to try to find a good quality used piece. They did find a 2007 model with 1800 hours on it. The County mowers are quite a bit older and have more than 5500 hours on them. The price on the used equipment is \$19,995 which will result in large savings. This replacement should last 5+ years.

Anthes concluded his report by stating that the steakhouse is open Monday through Thursday from 3:00 p.m. to close, Friday and Saturday from 11:00 a.m. to close and Sundays from 10:00 a.m. to close.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Item 6 was taken at this time.

Museum

9. Attendance and Admissions for December, 2011.

Johnson stated that numbers for 2011 have not been finalized yet, but he will provide the Committee with this when he receives it.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Budget Performance Report for December, 2011.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Museum Director's Report.

Johnson provided the Committee with a report, a copy of which is attached and highlighted some of the items contained in the report.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

NEW Zoo and Park Management

12. Parks – Request from Jacque Jadin for permission to add to, maintain and improve existing mountain bike trail system to be sustainable in a way that will minimize user impact. *To have staff work with the organizations involved and come back with a plan for the Committee by February meeting.*

Park Ranger John Rickaby provided the Committee with an update on the mountain bike trail (attached). He reviewed the handout with the Committee and stated that Neil Anderson will meet with Jadin's club later this month to discuss the proposal in further detail.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 13. Parks - Fee waiver request by Green Bay Duck Hunters for Pamperin Park shelter and waste removal on March 31, 2012 in lieu of service hours.**

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to approve with the condition they take out their own trash. Vote taken. MOTION CARRIED UNANIMOUSLY

- 14. Park Management Director's Report for December, 2011.**

Doug Hartmann stated that the Pamperin Park gate is up and looks very nice. They are waiting for a part to make the gate operate automatically. Hartmann had attended a meeting recently at the DOT office with regard to Highway 29 and the next work to be done that will have an impact on Pamperin Park will be in 2014 when they do the roundabouts on the north and south side of Highway 29.

Hartmann did not have much to report on the snowmobile trails as they have not been opened due to the lack of snow. He did state that the ski trails have been opened on a limited basis and the skate skiers have been able to enjoy a little bit of skiing.

Hartmann continued that with the closure of Mason Street they are trying to get the word out on their website to use an alternate route to get to the dog park. He also stated that Barkhausen winter programming is in full swing and they are doing alternate programs due to the lack of snow.

Hartmann also reported that there was a person who wished to give something back at the Wrightstown boat launch in the form of donating funds to be used towards a viewing platform for handicapped persons to watch the Waterboard Warrior shows. This platform could also be used for fishing and Hartmann will keep the Committee updated.

Hartmann also stated that they will need to do a program access test on facilities and this is related to the Americans with Disabilities Act. This access test is to be completed by March, 2012 and Hartmann is working to get this done, however, he was not sure they could meet the March deadline. This test will involve paying a consultant to analyze accessibility at facilities such as boat launches, parks and playgrounds. Any changes that need to be made to make these facilities accessible are to be completed by March, 2015. Hartmann stated there is money that has been set aside in the budget for the study and there will be an RFP coming before the Board for this and then it will go out for bids.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 15. Zoo Budget Adjustment Request (12-08): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Zoo Budget Adjustment Request (12-09): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Zoo Monthly Activity Report.**

a. Operations Report.

- i. Admissions, Revenue, Attendance.**
- ii. Gift Shop, Mayan, Zoo Pass, Misc Revenue.**

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Zoo Education/Volunteer Programs Report for December, 2011.**

Neil Anderson stated that next week the Zoo's Education and Volunteer Coordinator will be going to the AZA school in West Virginia. This is a professional zoo management school and she will be taking courses which will give her contacts within the zoo industry related to her education and will also provide teaching on running and developing educational programs.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Zoo Animal Collection Report for January, 2012.**

Anderson reported on the animal collection report contained in the agenda packet. He also stated that they have a couple of black footed ferrets coming in next week that will be flown here by volunteer pilots from Colorado. Anderson also spoke on the water leak in the lynx exhibit. He stated that they have to look at redoing all of the water lines in the Wisconsin Trail area. This would be a top priority and he is looking at working with NWTC on this.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Zoo Maintenance Report for January, 2012.**

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Zoo Director's Report.**

Anderson reported that he had a speaking engagement recently at the Fox Community Credit Union dinner and they made a donation of \$600 for animal acquisition. He has also met with NWTC to discuss social media and graphics and their web page and they are looking at getting a formal relationship with a class to take on enhancing the webpage on a year to year basis. Anderson continued that they have new brochures and he provided a copy of the same to the Committee. He stated that these brochures now have a QR code which can bring people right to the website through their smartphones. They are also working with NWTC on educational graphics with an emphasis on engaging younger zoo visitors. Finally Anderson reported that

they are working on a partnership with a hotel in Ashwaubenon to provide a discounted zoo admission to hotel guests and the hotel would shuttle visitors to the zoo.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

22. Audit of bills.

Motion made by Supervisor Clancy, seconded by Supervisor Van Vonderen to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Such other matters as authorized by law.

Motion made by Supervisor Van Vonderen, seconded by Supervisor Clancy to adjourn at 7:14 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary



Governance at the Neville

Director's Briefing

Background:

- This is a period of transition for both Brown County and the Neville Public Museum Foundation, the two collaborative entities currently supporting museum operations... each with paid staff.
- Like Museums across the USA, various models for successful governance are being discussed and analyzed, all in order to support sustainable growth at museums: museums like the Neville.

Case:

- To sustain and grow the museum as a keystone cultural institution, the director has to raise money. These funds support operations and programs. The Foundation represents the best (possible) mechanism for us to do this institutional development work, this fundraising and concomitant program development.
- Therefore, the County and the Foundation are also beginning to explore various governance models in which the already productive public/community partnership existing in the County and the Foundation can be strengthened in support and fulfillment of the Museum's mission.
- The Neville is about to begin its second century of service to our citizens. What is the museum of the 21st century... the museum of tomorrow? Like so many other museums, the Neville is at a crossroads and needs to answer these and other important questions. It's all about supporting and fulfilling the Museum's mission.



Brown County Veterans Memorial Complex
Deferred Maintenance Planning
Executive Summary

February 2, 2012

Brown County Public Works
Facility Management
Green Bay, Wisconsin

I. Introduction

In January 2012, Brown County Public Works, Facility Management prepared a multi-year Deferred Maintenance Plan for the Brown County Veterans Memorial Complex. The planning process was based on previous condition reports and recommendations, the known facilities condition of the Brown County Veterans Memorial Complex and currently identified routine maintenance and capital improvement driven needs.

The Brown County Veterans Memorial Complex buildings included in this report are the:

- Brown County Arena
- Shopko Hall
- Hall of Fame
- Resch Center

The two overarching imperatives for this planning effort are as follows:

- Assume (for the purpose of this study) the existing buildings will remain in place, as is, for the long-term.
- Identify the appropriate level of annual re-investment for these buildings for the long-term.

Maintenance projects and priorities are based on the following factors:

1. addressing safety issues
2. maintaining a weather tight exterior building envelope
3. addressing overall functionality and decrease operating costs
4. enhancing operational revenue
5. protecting Brown County's investment in existing physical assets

This deferred maintenance plan focused on understanding the current condition of the Brown County Veterans Memorial Complex facilities, identifying current and future routine maintenance and capital improvement priorities – and associated costs.

While based on various prior studies and reports, identified maintenance and capital improvement needs, and project costs (historic, estimated and price quoted) this deferred maintenance plan is not intended to be an in-depth building code check, hazardous material study, or ADA-compliance survey. Budget allocations should be considered as order-of-magnitude costs.

II. Deferred Maintenance Planning Process

Deferred maintenance planning is a management tool intended to assist in the identification, prioritization and investment of routine maintenance and capital improvement projects for the Brown County Veterans Memorial Complex. Such planning should ideally align the quantity, quality and type of buildings with the strategic goals and long-range planning of Brown County of Wisconsin and PMI Entertainment Group.

The major goals of deferred maintenance planning are:

- Quantify known maintenance, repair and replacement needs.
- Identify and prioritize buildings and systems needing critical repairs.
- Establish budget allocations to deal with repairs and replacement.
- Determine the order-of-magnitude of dollars for the deferred maintenance backlog.
- Integrate deferred maintenance planning with the long-term planning intentions of Brown County and PMI Entertainment Group.

The assessment examines conditions in each building on a system-by-system basis. These systems are organized into major categories of:

- Primary Structure & Enclosure Systems
- Service Systems
- Safety & Functional Standards
- Interior Finishes
- Site Issues

A *Condition Index* has been calculated for each building system, as well as for each entire building, and expresses the corresponding *budget allocation* as a percentage of the *current replacement value* (CRV) of the existing building. The overall Facility Condition Index (FCI) for the Veteran's Memorial Center is based on the following ranges:

FCI = 10 or less	Good Condition
FCI = 10 to 30	Fair Condition
FCI = 30 or more	Poor Condition

A high condition index (in comparison to other condition indexes) for individual building systems indicates repairs or replacement of that system are more critical than other building systems to the overall integrity of the facility. Repair priorities are established on a year-by-year basis (years 1-10). High priorities needs are shown in the early years, while low priorities, long-range issues or system update grades that can wait are shown in later years.

IV. Brown County Veteran's Memorial Center Facility Condition

The Brown County Veterans Memorial Complex facilities have a total current replacement value (CRV) of \$80,258,000 as follows:

Building	Current Replacement Value	Cost per sq ft
Arena/HOF*	\$10,200,000	\$170/sf
Shopko Hall	\$ 7,040,000	\$160/sf
Hall of Fame**	\$7,018,000	\$145/sf
Resch Center	\$56,000,000	\$400/sf
Total	\$80,258,000	

* Arena and Hall of Fame share HVAC and Electrical systems

** HVAC and Electrical systems for the Hall of Fame are included with the Arena

The Brown County Veteran's Memorial Center has an overall Facility Condition Index (FCI) of 15.8. This FCI puts the Veteran's Memorial Center into the category of "fair" condition. A FCI of 15.8 indicates that the Veteran's Memorial Center complex requires a financial reinvestment of just under 16% of its estimated total \$80,258,000 CRV (current replacement value).

Overall, the Brown County Veteran's Memorial Center appears to be in good overall condition, reasonably maintained historically, and displays a good appearance. Nonetheless, underfunding, building age and obsolete systems rather than poor maintenance are the root cause of the majority of identified facility deficiencies. Many systems and building components have simply reached, or are approaching, the end of their projected service lives.

While the overall complex of buildings has a FCI of 15.8, several of the individual buildings have a greater FCI in the category of "poor" condition. Individual building Facility Condition Indexes are as follows:

Building	Facility Condition Index	Estimated Budget Allocation
Arena/HOF*	36.5 (poor)	\$3,727,590
Shopko Hall	37.2 (poor)	\$2,621,788
Hall of Fame**	18.8 (fair)	\$1,319,321
Resch Center	7.8 (good)	\$4,372,183
Overall FCI	15.8 (fair)	

* Arena and Hall of Fame share HVAC and Electrical systems

** HVAC and Electrical systems for the Hall of Fame are included with the Arena

The Brown County Veteran's Memorial Center has an order-of-magnitude total of approximately \$12,700,419 (annual average cost = \$1,270,042) in deferred maintenance needs based on identified system conditions and determined repair factors. Of the five major building system categories, the two systems categories with the largest estimated deferred costs are:

- \$5,381,048 in Service Systems repair and replacement needs.
- \$3,866,618 in Interior Finishes repair and replacement needs.

Followed by:

- \$1,706,997 in Primary Structure & Enclosure Systems repair and replacement needs.
- \$1,029,336 in Site Issues repair and replacement needs.
- \$ 716,420 in Safety & Functional Standards repair and replacement needs.

Overall, year-by-year priorities for the Brown County Veteran's Memorial Center facility are driven by maintenance projects and priorities identified in Section I - Introduction. In total, the Veteran's Memorial Center has an estimated \$12,700,419 in deferred maintenance needs.

Please note that the \$12,700,419 aggregated total does not include replacement of existing Arena boilers and chillers estimated to be approximately \$984,000.

IV. Recommended Budget Funding

The recommended appropriate total annual budget allocation for routine maintenance and capital renewal is in the range of 2 to 4 percent of the aggregate current replacement value of those facilities (excluding major infrastructure).

From 2007 through 2011, funding for annual routine and preventive maintenance by PMI has ranged between \$359,500 and \$480,000, with an additional annual average of approximately \$100,000 for equipment replacement owned by PMI. During this same time period, Brown County has received \$160,000 annually in rent payments from the Visitors and Convention Bureau that is utilized for capital improvements throughout the Veterans Memorial Complex facilities. In addition, as of 2010, Brown County is receiving annual payments of \$100,000 from Richard Resch to be used exclusively for maintenance of the Resch Center.

In total, the annual budget available for Veterans Memorial Complex annual maintenance and capital improvements is approximately \$780,000. In November 2011, the prior Director of Facility & Park Management recommended increasing this annual funding to \$1.1 to \$1.2 million.

Based on recently revised current replacement values, the range of 2 to 4 percent of the aggregate current replacement value of Veterans Memorial Complex facilities is equal to \$1,605,160 to \$3,210,320.

The previously recommended annual expenditures of \$1.1 to 1.2 million represents 1.4 to 1.5 % of the current replacement value. While less than the 2% to 4% benchmark range for annual maintenance and capital improvements, this amount is approximately double the prior annual funding available – and would provide a more realistic level of reinvestment by Brown County to maintain existing Veterans Memorial Complex facilities.

LIBRARY

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Library Report January, 2012

General

State and Federal tax forms are available at all Brown County Libraries through tax season (or while supplies last).

Staff from all locations is participating in AED refresher courses led by Penny Krings, RN OHN from Prevea Work Med. An automated external defibrillator (AED) is a portable device that automatically diagnoses the potentially life threatening cardiac arrhythmias and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm. Using simple audio and visual commands, AEDs are designed to be simple to use. The library had AED installed in 2008 and staff received training at that time. The refresher courses allow staff to use the device first-hand and ask any questions they may have.

Staff is being trained on the library's new catalog (enterprise) that is scheduled to be launched on February 14.

Central Library

A ribbon cutting event was held to unveil the new skylight and lights. Congressman Reid Ribble, County Executive Streckenbach, Library Board President Dr. Terry Watermolen and Library Director Lynn Stainbrook all spoke during the event. Attendees included state representatives, county board supervisors, Green Bay Mayor Jim Schmitt and other interested parties. Refreshments were provided by the Friends of the Brown County Library.

Library booth at the Einstein Expo was a blast! Approximately 650 kids and adults set off Alka-Seltzer rockets and experimented with "quicksand" at a booth operated by staff at this huge annual event at Shopko Hall.

John Dewey Academy, the Green Bay Public School's "charter school", learn about their public library. Approximately 30 students in grades 8-11 attended a library tour and demonstration of online resources. The students will continue to use the library for their research projects through the school year.

Library eBook demos popular with the public. In January, approximately 150 owners of Nooks, Kindles and iPads participated in the "help sessions" demonstrating how to download free eBooks through the library's connection to Overdrive. Additional sessions are planned. Library staff has assisted many additional customers who call and walk in with library-related eBook questions

Staff attended a webinar and also a meeting in Madison on the new statewide virtual reference (VR) system using Library H3lp (Help) software, which will be replacing the current AskAway product.

Staff attended a webinar featuring one of the BadgerLink products.

Staff completed the update of the library's publication, Starting, planning, and running a small business: a resource guide from the Brown County Library. It includes first steps; business plans, legal matters, management and marketing, financing, home business, and, featured even more prominently this year: websites.

The Reference and Research Department was the recipient of two gifts from the Friends of the Brown County Library. A new digital clock with a large display (using military time—which is the time used by our checkout system to indicate when a laptop is due) also displays the temperature, and connects wirelessly to the atomic clock in Fort Collins, Colorado, ensuring that it always has the correct time. The public-use laptops are now stored in a state-of-the-art unit which features a “brain” that sends current to the laptops only when needed, and a unique cord-management system. It will also be used for storing and charging other “e” devices.

Seating in the department has been reconfigured to offer easily-accessible power for laptop-using patrons. A small “copy center,” with a table and supplies has been set up next to the copier and printer.

Ashwaubenon Branch

Staff was trained on OverDrive with Nook readers.

Staff provided one-on-one “on the spot” OverDrive training for at least 25 patrons this past month.

Staff provided adult computer classes.

Staff was a guest presenter at Cormier School’s “Biggest Bedtime Story” night with 367 people in attendance.

Denmark Branch

The 20th Annual Pajama-rama was held for a group of 25. The kids loved the parachute fun and bedtime stories and snacks.

Mittens the Kitten, a very cute costume stopped by for a special kitty story time.

Eight classes of Early Childhood Center students visited for story time and a book checkout.

In partnership with the High School Technology Department, a workshop on using different websites for picture/photo management was held. Over 20 people attended. A February workshop about Social Networking dealing specifically with Twitter and Pinterest is scheduled.

Library staff and Denmark High School Library staff went on a mini “library tour” to the following locations: Pulaski, Weyers-Hilliard, Ashwaubenon and Kress on a Saturday. It was so interesting to visit the other locations and collect new ideas to try in Denmark.

East Branch

A projector and screen, funded by the Friends of the Brown County Library, was installed at the East Branch.

A guest presenter held a Baby Sign language class. It was attended by more than 40 adults and children.

As part of the Healthy New Year, Healthy You series, Judy Knudsen Family Living Educator with the UW Extension, and Bev Braun a retired Family and Consumer Science teacher gave a presentation on the new MyPlate and how to read food labels. They also offered tips for making meals and snacks healthier.

Kress Family Branch

A new floor plan was implemented to accommodate the Sustainability Learning Center display and kiosk.

Sandra Peterson, a professional organizer, presented on de-cluttering your life as part of the Healthy New Year, Healthy You series.

Pulaski Branch

The pajama party story time was attended by children in their pjs and their favorite blankets and stuffed animals.

A ‘Mad about Mo’ story time featured the stories of Mo Willems and related games and crafts.

Southwest Branch

Self-check usage for the month of January is at 55% of total circulation.

Check-in procedures and restructuring the work spaces to be more efficient are being fine-tuned.

A new Senior Wii Bowling League session with enthusiastic participation from patrons began. It will culminate with tournament after seven weeks of play.

Staff did story times at Jackson Elementary Headstart.

RFID tagging continues daily of new items, holds, some DVDs and large print. Approximately 95% of the collection is now tagged with the new system.

Weyers-Hilliard Branch

The branch is readying their first email newsletter using Constant Contact. A Facebook link will allow those interested to subscribe.

The Branch Supervisor has been named as a selector for adult non-fiction for the library system.

Wrightstown Branch

The costume character, Mittens the Kitten, visited for story time.

Other programs featured milk and dairy; child safety with a Wrightstown police officer; polar bears; and penguins.

Plans are being made for the annual wine tasting fundraiser. The event will be held at Mid-Vallee Golf Course in De Pere on Saturday, March 3.

MEMO

February 2, 2012

TO: Chair and Members of Education and Recreation Committee

FROM: Lynn Stainbrook, Brown County Library Director

RE: Attached

With the expiration of the Brown County Library union contracts on December 31, 2011, the Library Board had an opportunity to make some changes in its personnel costs. Working with a representative group of library employees since August 2011, a variety of personnel policies and procedures have been created, which the Library Board has subsequently reviewed, modified and approved. Those documents have been routinely attached to the Director's Report and reported as part of the meeting minutes. This month has an unusually large number of documents, hence this memo to outline.

An employee leave policy was approved by the Library Board on January 19, 2012. It differs slightly from the Brown County Chapter 4 in that the day after Thanksgiving is not a holiday for Library staff. In its place, library staff are granted a fourth personal day which may be used at any time in the year. This avoids paying double time to employees who work on the Friday after Thanksgiving. Other benefits mirror the County's Chapter 4.

The next stack of 18 pages is the Brown County's Chapter 4. At the suggestion of attorney Fred Mohr, the Library Board adopted all the County's human resources policies, so that all Library employee policies would be in one location.

Following those, the Library Board approved a new job classification, called "Shelver" which is paid at minimum wage and significantly relieves training and other issues.

The Table of Organization changes are also outlined, with a net savings of \$9,537.

The policies, table of organization changes and permission to fill open positions and subsequent annual savings, were approved at the January 19, 2012 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on February 2, 2012 as part of the Director's Report and attached to the meeting minutes.

EMPLOYEE LEAVE

Holidays

All employees will receive holiday pay on a prorated basis. The following are established as paid holidays for Library employees:

- New Year's Day
- Friday before Easter (1/2 day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

When a paid holiday falls on Saturday or Sunday, the Library Board will determine the manner in which the holiday is observed in that year. The Library may close on another day before or after the holiday, or the holiday may be treated as a floating holiday to be taken by the employee at another time in accordance with rules set forth by the Board.

Personal Leave

Employees will receive four (4) days of paid personal leave annually, prorated for all employees. Employees are eligible to use personal leave after completing thirty (30) days of employment, with personal leave in the first year prorated based on the employee's hire date.

Funeral Leave

To alleviate work-related worries while an employee makes arrangements, attends a funeral or internment, or tends to family affairs following the death of a member of the employee's immediate family, the Library allows up to five (5) days away from work without loss of pay for employees who work 50% or more (18.75 hours per week for hourly employees; 20 hours per week for salaried employees). Immediate family is defined as the employee's spouse, child, parent or parent-in-law, sibling, grandchild, grandparent, step-child, or stepparent.

The five days away from work are counted as the next five days the Library is open, starting either on the date of death, if employee absence is required on that date, or on the day immediately following the date of death. If the funeral or internment occurs at a delayed date (example: winter death, spring internment), the employee may reserve one (1) day to attend the funeral or internment. The Library Director or Library Operations Manager may permit additional flexibility depending on the situation.

Employees may take one (1) day away from work without loss of pay to attend the funeral of the employee's son-in-law or daughter-in-law, brother-in-law or sister-in-law, aunt or uncle of the employee or spouse, or spouse's grandparent. If an employee is required to act as a pallbearer at the funeral of someone outside of his or her immediate family, he or she shall be granted one (1) day off to do so.

The employee will only be paid for funeral leave during times when he or she is already scheduled to work. Should any death occur during an employee's scheduled vacation, personal or casual leave, funeral leave may be substituted according to the rules above, allowing the remaining vacation, personal or casual leave to be taken at some other time mutually agreed upon by the employee and supervisor. For part-time employees, including those who work less than 50% (fewer than 18.75 hours per week for hourly employees), supervisors will make every effort to adjust work schedules to accommodate funeral leave in a mutually agreeable way.

Jury Duty

Employees shall be granted a leave of absence with pay if subpoenaed for jury duty, but only if said jury duty conflicts with their work schedule. When serving on jury duty, the employee will contact their supervisor upon release from jury duty to determine if they are to report to work for the remainder of any of their work schedule on that day. Any compensation derived from such jury duty, less mileage, shall be relinquished to the County Treasurer.

Casual Leave

Employees who work 50% or more (18.75 hours per week for hourly employees; 20 hours per week for salaried employees) will earn five (5) days of pro-rated casual leave per year, after successfully completing the six-month initial employment period.

Casual leave is earned on a monthly basis. The employee's total casual leave for the forthcoming year is credited to the employee at the beginning of the calendar year. Any employee who terminates his or her employment or has his or her employment terminated for any reason shall be compensated for all earned casual time worked as of the date of termination. The employee shall reimburse the Library for any casual time taken but not earned at the time of his or her termination.

Casual leave provides first day coverage for sickness, and may also be used for personal time off with actual days off being subject to mutual agreement between the employee and the employer. Casual days will not be withheld for arbitrary or capricious reasons except during the last two (2) weeks of employment. At the end of each calendar year employees shall be paid at their existing rate of pay for any casual days not used during the year, to a maximum of five (5) days pro-rated. Payment shall be made automatically prior to the following January 31.

Short-Term Disability Leave

Employees who work 50% or more (18.75 hours per week for hourly employees; 20 hours per week for salaried employees) and who have completed 180 calendar days of service will be eligible for disability leave pay as follows:

- On the job accidents or injuries of the employee: first day coverage at 75% of regular pay for the duration of short term disability, up to a maximum of 180 days.
- Sickness, or an off the job accident or injury of the employee: coverage after three (3) work days at 75% of regular pay.

Short-term disability claims are subject to verification from the employee's health care provider. Employees may use other leave time, such as casual, personal, vacation or banked sick leave, to supplement the above coverage in an amount which will equal regular pay. Eligible employees will receive disability leave benefits on a prorated hourly basis.

Banked Sick Leave

Any employee hired before December 7, 2001 who participated in the sick leave program will have his or her sick leave balance "banked" in a sick leave accumulation account. Banked sick leave can be used by the employee to supplement short-term disability benefits received for a disability (if eligible), or to provide coverage for sickness once the employee's casual leave has been exhausted. However, no additional sick leave benefits will accrue in the banked account.

Fifty percent (50%) of an employee's unused accumulated banked sick leave, up to a maximum of 90 days (maximum payout - 45 days) shall be paid upon eligibility for retirement or Social Security. The employee can choose to:

1. Take a cash payment, or
2. Request the Employer to set up escrow account for said amount in (a) above, from which health insurance premiums shall be paid (at the Employer's group rate in full) until sum is depleted. If the employee dies before the account is depleted, the survivor may continue to have health insurance premiums paid as above or the remainder of the escrow account will be paid in cash to the employee's estate.

**Brown County Library Board
Personnel Rules And Regulations**

SCOPE

4.01 AUTHORITY. This chapter is promulgated under the authority of Wisconsin Statutes 43.17, 43.57, 43.58 and other sub-sections of Chapter 43 as amended.

4.02 PURPOSE. The purpose of this chapter shall be to establish a uniform Library personnel policy which shall apply to all employees of the Library.

4.03 SCOPE. When these policies provide a greater benefit level than those specifically provided in the Library's collective bargaining agreements, the bargained agreements shall determine the level of benefits for the employees. However, wherever the collective bargaining agreement is silent, the policies and procedures set forth in this chapter shall apply.

4.04 AT WILL EMPLOYMENT. Wisconsin is considered an at-will state for purposes of employment which means that employment with the Library is voluntarily entered into, and the employee is free to terminate their own employment at-will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at-will at any time, with or without notice or cause.

4.05 CONFLICT OF LAWS. Personnel practices within the Library shall conform to the provisions of the law. Should any of the provisions of this chapter be in violation of federal or state law, the conflicting law shall apply.

4.06 AMENDMENTS. This chapter may be amended, when required, by the Brown County Library Board in the same manner as it was adopted.

ORGANIZATION

4.07 PURPOSE. Pursuant to the authority granted under Wisconsin Statute 43.17 and 43.58, the Brown County Library Board retains authority for all personnel matters including, but not limited to, employee compensation, employee regulation, and the adoption of policies and procedures managing all Library personnel except as hereinafter specifically delegated.

4.08 COUNTY BOARD AUTHORITY. The Brown County Board of Supervisors shall have the sole authority to determine the annual operating tax levy for the Brown County Library. The Brown County Board of Supervisors shall have the sole authority to approve or refuse appointments to the Brown County Library Board as nominated by the Brown County Executive.

4.09 LIBRARY BOARD AUTHORITY. The Brown County Library Board shall advise the Library Director or his/her designee on all matters concerning the development and implementation of personnel policy including labor negotiations. The Library Board shall review all proposed personnel policies as developed and recommended by the Library Director and adopt or modify these proposals.

4.11 LIBRARY DIRECTOR. The Library Director shall be responsible for implementing and administering all policies and procedures adopted or enacted by the Brown County Library Board. The Library Director shall be responsible for developing mandatory and uniform procedures for the recruitment and selection of employees, wage and salary administration, benefit administration, policy

administration, investigations and disciplines, employee development, employee recordkeeping and affirmative action programs. The Library Director shall work in conjunction with the Library Board and administrative staff to insure compliance with any policies or relevant laws involving the discipline of employees.

4.11 LIBRARY OPERATIONS MANAGER. The Library Operations Manager shall monitor and advise all supervisors and administrative employees and administer all labor contracts including all disciplinary and grievance matters. The Library Director shall direct and supervise the Library Operations Manager.

4.14 SUPERVISORY PERSONNEL. The Library Director may delegate authority to supervisory personnel to participate in the interview and selection of applicants for positions under their supervision subject to the approval of the Library Director and Library Operations Manager. Supervisors shall implement all policies and procedures created under this chapter. Supervisors may administer discipline and conduct first step grievance procedures where delegated by the Library Director.

EMPLOYMENT TYPE

4.15 POLICY. Each employee of the Brown County Library is assigned to a certain employment type to satisfy required legal obligations and Library requirements.

4.16 REGULAR EMPLOYEES. Regular employees are assigned to full-time and/or part-time positions that are expected to remain employed by the Brown County Library on a regular, ongoing basis as long as work is required or necessary, the employee(s) perform satisfactorily, and the department supports the continuing existence of the position.

(1) Regular full-time employees work equivalent to the department's normal, full-time work period on a regular basis.

(2) Regular part-time employees work fewer hours than the department's regular full-time workweek on a regular basis.

4.17 LIMITED TERM EMPLOYEES. Limited Term Employees (LTE) are assigned by the Library to positions that are not expected to remain employed by the Library on a regular, ongoing basis. Employment beyond any stated period does not in any way imply a change in employment status, unless otherwise notified in writing by the Library Director. Assignments in this category require individuals to engage in either full-time or part-time hours with the understanding that their employment may be terminated at the end of a project, funding source, or previously established date. LTEs are not Regular Employees and may be dismissed at the discretion of the Library.

(1) While LTEs receive all legally mandated benefits (e.g. worker compensation insurance, Social Security, etc.), they are ineligible for all of the Brown County Library's other benefit programs, unless specifically notified in writing by the Library Director.

(2) Types of limited term employees include, but are not limited to the following:

(a) Temporary Employees

(b) Summer/Seasonal

- (c) Co-op Students/Interns
- (d) Project Employees
- (e) On-Call
- (f) Grant Funded

POSITION CONTROL

4.18 POSITION DESCRIPTION. Each position shall have a written position description which provides a non-exhaustive list of job duties and is compliant with legal obligations and Library requirements. All position descriptions shall be approved by the Library Director.

(1) Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by the Library Operations Manager, with input from the supervisor.

(2) Before substantial duties outside a position's description are assigned to the position, prior approval must be received from the Library Operations Manager. Library administration will determine if an adjustment to the position is needed.

(3) Any changes to the position that result in a reclassification shall be submitted to the Library Board.

4.19 CREATING NEW POSITIONS. The Library Board shall allocate to the Library Director the maximum personnel budget. Library administration will evaluate requests for new positions and make recommendations to the Library Board based on library service needs and available personnel budget funds.

4.20 POSITION CHANGES. Any change to the table of organization, change in salary or wages, or permanent increase in budgeted hours for a position requires the approval of the Library Board.

4.22 EMPLOYEE HOLDING TWO COUNTY JOBS. No employee shall be employed in more than one Library position, or in a Library position and a Brown County position, at any time without the prior written approval of the Library Director.

EMPLOYMENT SELECTION PROCESS

4.25 POLICY. Brown County Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Brown County Library complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

4.26 SELECTION PROCESS. The Library Operations Manager will coordinate the hiring and selection process.

4.27 AUTHORIZATION TO HIRE. The Library Director shall authorize supervisors to fill open positions.

4.28 JOB POSTING. Existing position vacancies will be posted internally and/or externally by the Library Operations Manager to allow qualified applicants to apply.

4.29 APPLICATIONS. Prospective employees and employees seeking promotion, transfer, or voluntary demotion shall utilize Brown County Library's application system which is required for all positions. Prospective employees, and employees seeking promotion or transfer, may post a résumé in addition to an application.

4.30 APPLICANT TESTING. To avoid the practice effect, or gains from having taken the same or similar exams previously, the Library Operations Manager may allow the reuse of an exam score within a twelve (12) month period.

4.31 APPLICANT SELECTION In consultation with the Library Director, the Library Operations Manager and/or supervisor shall determine which applicants meet the minimum qualifications for the position.

4.32 INTERVIEW EXPENSE REIMBURSEMENT. Except as provided herein, all applicants invited to participate in the Brown County Library selection process will do so at their own expense. Applicants may be reimbursed for all or part of reasonable expenses incurred in conjunction with an interview including travel, meals and overnight accommodations as determined by the Library Director and approved by the Library Board. All reimbursement requests must conform to transportation, meal, and lodging maximums and receipt.

4.33 SELECTION DEVICES. Library administration shall be responsible for determining methods to be used to screen applicants for position vacancies. Such methods or devices may include, but need not be limited to the following:

- (1) Review of education, training and experience as shown on the application or other supplemental materials.
- (2) Practical written or oral tests, work sample or performance tests, if job related.
- (3) Physical tests of strength, stamina or dexterity and pre-employment health examination, when job related.
- (4) Background and reference inquiries.

4.34 CONFIDENTIALITY. Formal selection materials shall be known only to the Library Director, Library Operations Manager and other persons they designate on a need to know basis. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to insure the highest level of integrity and confidentiality.

4.35 NOTIFICATION OF CANDIDATES. The Library Operations Manager shall determine the proper notice given to candidates.

4.36 ELIGIBILITY LISTS. The Library Operations Manager shall have the authority to establish and maintain eligibility lists as may be necessary or feasible. The duration of eligibility lists shall not generally exceed one (1) year with extension possible at the discretion of the Library Operations Manager. Eligibility lists may be terminated if they no longer contain a sufficient number of qualified or interested applicants. A candidate may be removed from an eligibility list at the discretion of the Library.

4.37 CONTINGENT OFFERS OF EMPLOYMENT. The Library may extend an offer of employment—which may be withdrawn at any time—that is contingent upon the applicant successfully completing a physical examination, drug test, credit verification, or similar post-offer inquiry.

4.38 RELOCATION EXPENSE. When the Library fills a FLSA exempt position with an individual who does not reside in Brown County, upon prior approval of the Library Director and Library Board, the Library shall pay the reasonable cost of the relocation.

4.39 EMPLOYMENT OF MINORS. The Brown County Library may utilize minors for staffing purposes, if not prohibited by law. When authorized for employment, those applicants will be required to provide a work permit to the Library prior to engaging in any work activity.

4.40 NEPOTISM. (1) No person shall be employed, promoted, or transferred to any department or agency within the Library or Brown County government or to a division or section thereof when, as a result, he or she would be directly supervising or receiving direct supervision from a member of his or her immediate family. Immediate family is defined as wife, husband, father, mother, guardian, sister, brother, children of employees, aunt, uncle, grandchildren, grandparents, father-in-law, mother-in-law, sister-in-law or brother-in-law.

(2) No person shall be employed, promoted, or transferred to any department or agency within the Library or Brown County government employment when a member of the person's immediate family is already employed within that department or agency if the Library Director determines that such employment, promotion or transfer would be detrimental to the best interests of the Library.

EMPLOYEE ORIENTATION

4.41 POLICY. New employee orientation is mandatory for all new regular and limited term employees.

4.42 RESPONSIBILITY / AUTHORITY.

(1) Library Operations Manager. The Library Operations Manager or designee is responsible for providing an orientation to familiarize new employees with their obligations and rights, and to inform them about the general functions of the Brown County Library. This orientation shall include information and education pertaining to the sexual harassment policies enacted in this set of personnel rules. Prior to beginning employment with the Library, the new employee shall complete the necessary employment forms and return the forms to the Library.

(2) Supervisor. The supervisor or designee shall also orient each new employee to his/her job and work site. Said orientation shall include introduction to co-workers, safety regulations, break periods, purchasing supplies, use of the telephone, and other items as deemed necessary.

INITIAL EMPLOYMENT PERIOD

4.43 PURPOSE. An initial employment period allows a new employee time to demonstrate knowledge and skills with their new role with the Library and allows that employee's supervisor time to provide training and evaluate the employee's performance. It is understood that during the initial employment period with the Library, the employment relationship may be terminated at any time, with or without cause, by the employee or the Library.

4.44 POLICY. All regular full and part-time positions shall have an initial employment period of six (6) months.

SALARY ADMINISTRATION AND STATUS CHANGES

4.45 PURPOSE. The objectives of the compensation plan and wage schedule shall be to provide an appropriate salary structure to recruit and retain competent individuals in order to provide the required services in the Library. The development of the compensation plan is related to the classification plan and evaluates all positions based on the same factors to provide internal and external equity.

4.46 COMPENSATION PLAN. The compensation plan for employees shall include the schedule of pay grades consisting of minimum and maximum rates of pay for all classes of regular full-time and part-time positions as reflected in the table of organization. The objective of the plan shall be to administer a quantitative job evaluation system which evaluates all positions based on the same factors to provide internal and external equity and establish and maintain fair salary ranges.

4.47 ASSIGNMENT TO COMPENSATION PLAN. Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by Library administration.

4.48 RESPONSIBILITY AND ADMINISTRATION. The Library Board, as part of the annual budget process, shall be responsible for approving the amount of money available for adjustments to the plan. Consideration will be given to trends in prevailing rates, market conditions and adjustments granted through collective bargaining to other employees.

4.49 EXTRA PAY.

(2) Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, upon approval of the Library Director. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.

(3) Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Library Director and notification to the Library Board. The Library Director will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Library Director.

(4) Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification:

(a) Foreman or lead worker duties: If employees assume these duties and work at least one (1) full day at that level.

4.50 SALARY STRUCTURE

(1) Regular Full-time and Part-time Employees. Rates of pay for regular employees are established by the Library Board. Normal rules on initial employment apply.

(2) Limited Term Employees. Rates of pay for LTE positions are established by the Library Board. Normal rules on initial employment apply. LTEs returning after a successful season's work may be paid at the appropriate step in the wage plan.

(3) Reclassifications. A reclassification is the reassignment of a position to a different classification because of changes in the duties and responsibilities of the position. Wage adjustments because of reclassifications are handled under the same rules as Promotions, Demotions or Transfers. An employee, who has been granted a reclassification of the position held to a higher pay grade than his/her current rate, shall be paid at the higher rate of pay from the date the reclassification is approved by Library Board.

(4) Pay Increases during Initial Employment Period. No pay raise shall be granted to new employees during the initial employment period. At the successful conclusion of the initial employment period, the employee shall be entitled to any general pay raise which occurred during the employee's initial employment period.

4.51 STATUS CHANGES

(1) LTE to Regular Employee. An employee working in a limited term position, who then becomes a regular Library employee, in the same classification, shall have time worked as a limited term employee credited toward the appropriate probationary period and years of service.

(2) Part-time to Full-time Employee. An employee who transfers from part-time or full-time in the same classification will be placed at the same step. In certain circumstances the hours of existing part-time employees may be increased in lieu of other limited term employment options.

(3) Regular to LTE Employee. A regular employee, who transfers to a limited term position in the same classification, will be placed at the same step.

(4) Promotion. When promoted, an employee's pay shall be increased to a step of the pay grade for the class to which the employee is being promoted. If the employee's present pay is already above step 1, he/she shall be placed in a step of the pay grade for the class to which the employee is being promoted which will provide a pay increase based on qualifications.

(5) Demotion. When an employee is demoted for any reason, the Library Director shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay grade of the job to which the employee is demoted.

(6) Retirement. The normal retirement age for Library employees shall be determined by appropriate Wisconsin Statute. For employees who terminate employment, the last day of employment is the last day the employee is physically on the job.

4.52 REINSTATEMENT/REHIRE. When an employee is re-instated to his/her former job, he/she shall normally be paid at the same level of the pay grade he/she had before leaving. When he/she is

re-instated to a job with a lower pay grade, he/she shall be paid according to his/her experience and qualifications within the pay grade in which he/she will be employed.

WORKING HOURS

4.53 HOURS OF WORK. Salaried staff are typically exempt from Fair Labor Standards Act (FLSA) rules about overtime, and generally work a 40-hour full-time work week. Hourly staff are typically not exempt from FLSA rules about overtime. Full-time hourly staff generally work a 37.5-hour work week. Part-time hourly staff work some portion thereof.

As they meet the needs of the Library, work schedules will allow for flexibility that is mutually agreeable between supervisors and employees.

4.54 BREAKS. (1) If department scheduling requires unpaid breaks, an unpaid break of 30 to 60 minutes will be scheduled approximately midway in a standard workday and may be staggered to accommodate department needs. Unpaid time amount is based on the needs of the department.

(2) Break times are to be arranged between employee and the supervisor. Employees may also leave their workstations for two paid 15 minute breaks per day. Breaks not taken are lost and may not be scheduled or combined to create a 30 minute break, extend a mid-day break, or shorten the work day at either the start or end. It is the supervisor's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

4.56 EXEMPT EMPLOYEES. Exempt employees (including supervisors, managers, professionals) under the Fair Labor Standards Act (FLSA) are expected to work a normal full-time work week and to be available for special and regular meetings and events outside of normal hours and may be subject to structured work schedules. In return for these services, these employees may take time off when the workload of their department permits.

OVERTIME

4.57 POLICY. (1) Each position is designated as either Non-exempt or Exempt from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in non-exempt positions shall be compensated at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. All time worked is subject to rounding rules.

(2) All overtime must be authorized by the Library Director or Library Operations Manager and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime calculations. All overtime will be reviewed periodically by the Library Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.

(3) No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.

4.59 EXEMPT EMPLOYEES. (1) Exempt employees are expected to work without regard to overtime. Exempt employees are not eligible for payment of overtime or compensatory time.

Supervisors, managers, professionals and other exempt employees may be subject to structured work schedules as set by their superiors and are required to receive prior approval to be absent from or leave the work area during work hours.

(2) Exempt employees are paid on a "salary basis." Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The salary paid by the Library to salaried employees is specifically intended to compensate for their service to the Library. Subject to limited exceptions, an exempt employee receives their full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. However, such salary includes requiring the employee to charge his/her absences to paid leave accruals.

(3) Exempt employees who are absent from the workplace for less than one day normally shall deduct the length of the absence from the appropriate paid leave account (i.e., sick or vacation leave). It is recognized, however, that in certain circumstances, the fulfillment of an employee's responsibilities requires longer or more irregular hours than in other situations. In such instances, the employee's superior may allow an employee the flexibility to attend to personal business away from work during normal work hours without requiring the use of accrued leave. Exercising this flexibility shall not amount to compensating the employee on an hour off for an hour worked basis. Such time away from the workplace that is not being deducted from leave accruals shall not be reported on the employee's time and attendance records.

(4) Exempt employees who are absent from the work place for part of a week and do not have enough accrued leave to cover the absence, shall not have their salaries reduced for that portion of the absence that is not covered by paid leave. Exempt employees may be disciplined for abusive leave time (absences or tardiness). Therefore, supervisors may, and are encouraged to, keep informal accounts of employees' use of leave that is not recorded on time and attendance forms should documentation be necessary due to misuse, or disciplinary issues.

PAYCHECKS

4.60 SCHEDULE. Employees shall be paid on a bi-weekly schedule. If a payday is an observed holiday, including the Friday before Easter, employees will be paid on the preceding workday.

4.61 DIRECT DEPOSIT. All employees shall participate in direct deposit for all of their pay.

4.62 TIME CARDS. Each employee must maintain an accurate time card record with the approval of their immediate supervisor or manager. Accurate time card reporting is required by the FLSA and by the Wisconsin Department of Workforce Development.

BENEFITS

4.63 ELIGIBILITY. All regular full-time employees are eligible for the following benefits unless stated otherwise. Regular part-time employees working fifty percent (50%) or more shall be eligible to receive fringe benefits on a pro-rated basis, unless stated otherwise.

4.64 PRORATION OF FRINGE BENEFITS IN FINAL YEAR OF EMPLOYMENT. Employees terminating their employment with the Library shall have all fringe benefits prorated in their last year of employment.

4.65 HOLIDAYS. see Brown County Library Policy N-8: Employee Leave (adopted 1/19/2012)

4.66 VACATION. see Brown County Library Policy N-7: Vacation Rules (adopted 11/17/2011)

4.67 CASUAL DAYS. see Brown County Library Policy N-8: Employee Leave (adopted 1/19/2012)

4.68 BEREAVEMENT LEAVE. see Brown County Library Policy N-8: Employee Leave (adopted 1/19/2012)

4.69 WORKER'S COMPENSATION. An employee who is absent due to injury or illness caused during the course of his/her duties shall receive first day coverage at 75% of regular pay during the first 180 calendar days, and payments to hospital, doctors, and to employee for lost time shall be made in accordance with the Worker's Compensation Act of Wisconsin. If during this 180-day period the employee receives Worker's Compensation, he/she shall endorse and turnover said check to the Brown County Treasurer and receive his/her regular pay in return. All employees are expected to conduct themselves in such a manner that they do not cause injury to themselves or others. If an injury does occur during working hours, an employee shall:

(1) Regardless of severity, report such injury to his/her supervisor or designated authority and complete an "Accident Report Form" which will be furnished by the Brown County Insurance Department.

(2) If the injury is such that the employee is unable to complete an "Accident Report Form", said form shall be completed by the person in the employee's department designated to complete the form.

(3) Accident reports supported by a certificate of a licensed physician setting forth the nature and extent of the injury and the probable period of disability, must accompany requests for leave.

4.70 INSURANCE.

(1) Health Insurance. The Library will participate in the group health insurance program offered by Brown County program for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the amount of deductible and the design of such plan shall be determined by the County on an annual basis.

(2) Dental Insurance. The Library will participate in the group dental insurance program offered by Brown County for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the amount of deductible and the design of such plan shall be determined by the County on an annual basis.

(3) Life Insurance. The Library will participate in the group life insurance program offered by Brown County for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the design of such plan shall be determined by the County on an annual basis.

(4) Insurance Continuation. Employees who retire or receive disability benefits under the Wisconsin Retirement System, or those employees who become covered by social security for disability, or those who remain on the Library's long-term disability program, may continue to be covered at their

own expense under the County's group hospital, dental and life insurance plans at the group rate until age sixty-five (65) by paying the appropriate premium amounts to the County.

4.71 SHORT-TERM DISABILITY LEAVE. see Brown County Library Policy N-8: Employee Leave (adopted 1/19/2012)

4.72 LONG TERM DISABILITY. The Library participates in Brown County's Long Term Disability (LTD) Plan, which provides for eligible employees, (excluding seasonal, limited term employees, temporary and summer), to receive two-thirds pay after 180 days of disability to age 65 with offsets for Social Security disability benefits, Wisconsin Retirement System disability benefits, and Worker's Compensation benefits. Part-time employees who work at least 50% of full time hours are eligible for long-term disability on a prorated hourly basis, based on scheduled work hours.

(1) LTD begins after 180 days of disability; however, the offsetting benefits must be requested by the disabled employee within 30 days of beginning LTD.

(2) The Wisconsin Retirement System requires that the Employer certify that all earnings, including service and pay for vacation and sick leave, have been paid and that the employee is on a leave-of-absence and not expected to return to work, or has been terminated because of a disability. Therefore, once it has been determined on the basis of a report from the employee's doctor that an employee is not reasonably expected to return to work, the employee will be terminated from the payroll and paid all appropriate accrued benefits. If the employee is expected to be able to return to work, the employee will be granted a leave of absence up to two years but not to exceed his/her length of service with the Library.

(3) When the employee is able to return to work after being on LTD, the employee will be reinstated to an available position for which s/he is qualified. Such determination will be made by the employer on a case-by-case basis. While on LTD, the employee will continue to accrue seniority for job posting purposes only. Seniority for other purposes will be frozen at the beginning of the LTD leave and shall begin accruing upon the employee's return to work.

4.73 BANKED SICK LEAVE. see Brown County Library Policy N-8: Employee Leave (adopted 1/19/2012)

4.74 LEAVES OF ABSENCE.

(1) Policy. The Library Director may grant a regular employee leave without pay for a period not to exceed six (6) months. A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military or personal reasons. If an employee finds that he/she must be out of work for more than three (3) days, he or she should contact the Library Operations Manager to determine if a LOA may be necessary.

(2) Eligibility. (a) All regular employees employed by the Library may be eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Leave without pay shall be granted only when it is in the best interests of the Library to do so. The interests of the employee shall be considered when he/she has shown by his/her record to be of more than average value to the Library and when it is desirable to return the employee to service even at some sacrifice. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be included.

(b) Requests for unpaid personal leave may be denied or granted by the Library for any reason or no reason and are within the sole discretion of the Library. Approvals of the immediate supervisor, Library Operations Manager and the Library Director are required.

(3) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval may be considered as having abandoned his/her position, depending on the circumstances.

4.75 EMPLOYEE DEVELOPMENT.

(1) Purpose. The purpose of the employee development program is to promote the training and development of employees in order to improve the quality of service to the Library, equip employees for career development within the Library, and provide a reservoir of skills necessary to meet current and future employment needs.

(2) Safety. The Library is proactive in addressing liability and safety concerns through awareness training, policy distribution, skill building and role clarification.

(3) Responsibility. The Library Director shall hold the primary responsibility for the development, administration and coordination of the employee development program. The Library Operations Manager will assist supervisors in a cooperative effort to complete the following activities:

(a) Design and implementation of employee development programs to meet the current and future needs of departments and to increase efficiency.

(b) Conduct or coordinate employee development programs to meet common needs across departments.

(c) Maintain current information and materials on job requirements, training opportunities, employee development manuals, and other literature.

(d) Maintain records of training conducted and insure that authorized development programs are properly administered.

(e) Update employee personnel files for successful completion of development activities.

(f) Periodically analyze and evaluate the overall employee development needs of employees within County service.

(g) Assure that all employees receive equal consideration for appropriate training opportunities.

(h) Foster a program for the cross-training of employees when such training assignments are in the best interest of the Library.

(4) Mandated Training. The Library will maintain records of mandated training. Certificates or other evidence of training completed may be forwarded to Library administration, which would then be included in the employee's personnel record.

(5) Training. Specific reimbursements may also be provided including mileage, travel, conference attendance, and tuition.

(6) Tuition Assistance.

(a) Tuition assistance may be provided to assist employees in job-related courses and is dependent on budget funds available.

(b) Approved course work must be directly related to an employee's current position. All course work must be completed outside the regularly scheduled work day unless the employee has prior department approval and utilizes accrued benefits/unpaid leave for any work missed.

EMPLOYEE PERFORMANCE EVALUATIONS

4.76 POLICY. Employees must receive a performance evaluation at least once each year. The evaluation will be based on the duties, responsibilities, and performance standards established for the employee's position, and on specific goals and objectives that have been established for that employee. The evaluation will be submitted on the form approved by Library administration.

4.77 RESPONSIBILITY. It is the responsibility of supervisors to ensure that the performance evaluations for their employees are completed timely and appropriately.

4.78 PROBATIONARY EMPLOYEE EVALUATIONS. Supervisors shall evaluate probationary employees during the midpoint of the probationary period.

4.79 LIMITED TERM EMPLOYEE EVALUATIONS. Formal written performance evaluations are not required for temporary employees. However, it is recommended that a brief written evaluation be performed on an annual basis or at the end of the season or term for which they were employed.

4.80 REVIEW WITH EMPLOYEE. The evaluation completed by the supervisor must be discussed with the employee. After the evaluation is completed, the employee and the supervisor shall sign the evaluation indicating the evaluation was reviewed with the employee.

4.81 COMMENTS. Comments are to be professional and job specific, supported by examples of work behavior or accomplishments. The employee shall be given the opportunity to comment in writing on the evaluation and to have those comments attached to the evaluation before it is placed in the employee's file.

4.82 FILING OF EVALUATIONS. All evaluations shall be filed with Library administration.

4.83 PROGRAM ADMINISTRATION. The Library Operations Manager is responsible for the overall administration of the Employee Performance Evaluation system. The Library Operations Manager will advise, assist, and train evaluators and supervisors to ensure the evaluation procedures are handled in a fair and consistent manner.

4.84 COMPLIANCE. The Library Operations Manager will periodically monitor compliance. If a supervisor is not in compliance, the supervisor will be notified of the non-compliance. Continued non-compliance will be reported to the Library Director.

CORRECTIVE ACTION, LAYOFFS, TERMINATION

4.85 CORRECTIVE DISCIPLINE. see Brown County Library Policy N-6: Discipline Policy (adopted 10/20/2011)

4.86 GROUNDS FOR DISCIPLINE. The following shall be grounds for discipline ranging from a warning to immediate discharge depending upon circumstances and the seriousness of the offense in the judgment of management:

- (1) Dishonesty or falsification of records.
- (2) Unauthorized use or abuse of Library equipment or property.
- (3) Theft or destruction of Library equipment or property.
- (4) Work stoppages such as strikes or slow-downs.
- (5) Insubordination or refusal to comply with the proper order of an authorized supervisor.
- (6) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when such conduct impairs the efficiency of Library service.
- (7) Habitual tardiness, unauthorized or excessive absence.
- (8) Use of official position or authority for personal profit or advantage.
- (9) Disregard or repeated violations of safety rules and regulations.
- (10) Drunkenness, including drinking during working hours or being under the influence of alcohol or drugs during working hours, or bringing intoxicants or drugs into the workplace.
- (11) Failure to adequately perform assigned job duties.
- (12) Failure to follow duly established work rules, policies and procedures.
- (13) Professional unethical conduct or behavior.
- (14) Abuse of a Client or Patient.
- (15) The disclosure of confidential information in violation of federal or state law or county ordinance.

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

4.87 DEMOTIONS. Demotions may be made in lieu of layoff or can be voluntary. Demotions must be approved in advance by the Library Director.

4.88 LAYOFFS.

(1) The Library Director may lay off an employee or employees as a result of a shortage or stoppage of work or funds, functional reorganization, or the abolishing of positions. Before implementing a proposed layoff, the Library Director shall confer with the Library Board in order to assure compliance with the provisions of policies, personnel rules, applicable labor contracts, and labor laws.

(2) The department shall first give consideration to the layoff or termination of employees with limited-term, trainee, and probationary status in the department, division, and classification affected. If further reductions are necessary, employees holding regular full-time and regular part-time positions shall be laid off.

(3) Layoffs shall be based upon departmental needs after considering the efficiency and economy of the workplace. When determining the employee to layoff, the Library will consider an employee's length of service, the ability of remaining employees to satisfactorily perform the available work, and the historical job performance of the affected employees. Where job performance is relatively equal among the employees in a class subject to layoff, seniority shall prevail.

(4) Within the sole discretion of the Library Board, in some cases employees scheduled for layoff may bump employees in the same classification and within the same department, provided that the employee to be bumped has less seniority and the bumping employee has equal or greater qualifications for the position into which the employee is bumping. A bumped employee may be placed in a position within the department in the same or lower classification within the sole discretion of the Library Board in consultation with the Library Director.

(5) The Library shall notify each person laid off of all his/her rights including reinstatement eligibility. Regular employees shall receive at least fourteen (14) day notice prior to layoff. Layoff plans shall be approved by the Library Board before they are implemented. The rehiring of employees that have been laid off shall be determined by the Library Director and supervisor based on its need for the most qualified person to perform the available work.

4.89 TERMINATION NOTICE.

(1) Resignations. Employees wishing to leave Library employment are requested to submit a resignation in writing to their supervisor at least two (2) weeks in advance of their planned departure. Professional and supervisory employees should submit their resignation in writing at least four (4) weeks in advance of their planned departure. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members.

(2) Return Of Library Equipment. Employees leaving Library employment must return Library identification cards, keys, tools and equipment on or before their last day of work.

GRIEVANCE PROCEDURE

4.90 POLICY. see Brown County Library Policy N-5: Grievance Procedure (adopted 10/20/2011)

TRANSACTIONS AND RECORDS MANAGEMENT

4.95 PURPOSE. The development and maintenance of an effective personnel transaction procedure and personnel records management system is essential to a sound personnel program.

4.96 RESPONSIBILITY AND AUTHORITY.

(1) Library Operations Manager. The Library Operations Manager shall maintain the official files of all Library employees which shall be the exclusive personnel file maintained by the Library. The files shall include all records required by law and other information as may be deemed

appropriate by Library administration. All appointments, separations, and other personnel transactions shall be made on forms designated by Library administration. The primary purpose of these systems and procedures shall be to:

(a) Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.

(b) Establish and maintain uniform, easily accessible and complete employment records of all Library employees and employee transactions.

(c) Establish and maintain a central personnel file for each Library employee showing name, title, salary, changes in status, annual performance evaluations and such pertinent information as may be necessary for effective personnel administration and for compliance with federal and state laws.

(2) Employees. All employees shall be responsible for notifying their supervisor of any changes which affect their personal data.

4.97 INSPECTION OF RECORDS.

(1) Public. Information as to the name, employment address, class title and salary of employees and former employees is available for public inspection during regular office hours. All other information, including employee personnel files, shall be considered confidential to prevent the invasion of privacy and shall be only accessible to those employees who utilize official records in order to perform their assigned duties. Other people who are authorized access should obtain such records from those assigned responsibility for their maintenance.

(2) Employees or Their Designee. Employees or a representative, designated in writing, upon written request to the Library Director, shall have the opportunity to inspect any personnel documents in accordance with procedures prescribed by Library administration and in accordance with state law (sec. 103.13, Stats.).

(3) The Library may impose a reasonable charge for copies of records which it provides not to exceed the cost of making the copies including labor and materials.

4.98 DESTRUCTION OF RECORDS. Personnel records shall be retained consistent with State and Federal Law.

4.99 REPORTS. The Library Operations Manager shall provide the Library Director, and the Library Board with reports and information relating to personnel actions upon request or as may be appropriate.

CONFLICT OF INTEREST

4.100 PURPOSE. This Code of Ethics is promulgated under the authority of Wisconsin Statutes 19.59, for the guidance of employees to avoid activities which cause, or tend to cause, conflicts between their personal interests and their public responsibilities.

4.101 DECLARATION OF POLICY. The observance of high moral and ethical standards by its employees is essential to the conduct of free government. The employee holds his or her position as a

public trust, and any effort to realize personal gain through official conduct is a violation of that trust. It is the Library's policy to recognize that employees retain their rights as citizens to interests of a personal or economic nature. Standards of ethical conduct for employees need to distinguish between those minor and inconsequential conflicts which are unavoidable in a free society, and those conflicts which are substantial and material. The ethical standards set forth in this chapter for employees in the performance of their official duties are intended to avoid conflicts of interest between their personal interests and their public responsibilities, improve standards of public service, and promote and strengthen the faith and confidence of the people of this Library in their county civil service.

4.102 CONFLICT OF INTEREST. No Library employee shall take any official action substantially affecting a matter in which the employee, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest. No Library employee may use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

4.103 POLITICAL ACTIVITY. Political activity on the part of local government employees are codified at the Hatch Act at 5 U.S.C. §§ 1501-1508. Library employees shall abide by the provisions of the Hatch Act in regard to their political activities which are summarized as follows:

Prohibited Activities. The following activities shall be prohibited for employees who are "covered" by the Act:

- (1) Using an employee's official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- (2) Directly or indirectly coercing, attempting to coerce, commanding or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes; or
- (3) Be a candidate for public office in a partisan election.

4.104 GIFTS AND GRATUITIES. No Library employee shall solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, service, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the Library. This prohibition does not include the acceptance of loans from banks or other financial institutions, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material or the acceptance of any award for meritorious public or personal contributions or achievements.

4.105 SEXUAL HARASSMENT IN THE WORKPLACE.

(1) Sexual harassment in the workplace is prohibited. Sexual harassment is discriminatory, unlawful, and will not be tolerated by the Brown County Library. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex, and occurs when such behavior constitutes unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where: a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual's welfare; or c) such conduct has the purpose or effect of substantially interfering with an individual's welfare or work performance, or creates an intimidating, hostile, offensive work environment.

(2) Any act observed by an employee which may constitute sexual harassment as hereinbefore defined, shall be reported, in writing, to the affirmative action officer who shall promptly investigate and present the findings of such investigation to the Library Operations Manager. No employee shall be subject to restraints, interference, coercion or reprisal for action taken in good faith to seek advice or make a complaint concerning a sexual harassment.

(3) Library administration is authorized to adopt written procedures and rules in furtherance of this ordinance

MEMO

Date: January 3, 2012

FROM: Lynn Stainbrook, Director

RE: Library Table of Organization Change & Filling of Open Positions

1.) The Librarian I branch coordinator for the Pulaski Branch resigned in mid-December 2011, prompting the Library Director to reexamine the staffing strategy for the branch. The Pulaski Branch checks out just under 100,000 items annually and is open 38 hours per week. It has been staffed with one professional (37.5 hours/week), one paraprofessional (37.5 hours/week), and two 11 hour/week clerks. In Pulaski's case, the branch coordinator has also been the children's librarian performing 180 children's story times or events annually, but functionally spends the majority of her time performing basic circulation transactions for customers. The position is instrumental to the daily staffing of the library but the professional-level hours are not used to their full potential. The branch has also endured chronic staffing problems due to the scheduling restraints of full-time employees and the leave time accumulated by a long-tenured employee. **The Library Director recommends that the Library Board delete the Librarian I branch coordinator position at the Pulaski Branch, replacing it with a part-time Librarian I children's librarian, and a part-time Senior Library Assistant and recommends advertising and filling the two part-time positions.** This configuration provides several benefits:

- Two part-time positions allow more flexibility in scheduling by allocating proportionally more staff time during hours the library is open to the public.
- Adding a Senior Library Assistant at 25 hours/week will staff almost all of the service desk time previously covered by the branch coordinator.
- The 20-hour/week Librarian I will continue to provide professional-level children's programming and outreach to the community, while allowing for more robust staffing.
- The Library Supervisor for this location (who is located at Weyers-Hilliard branch) will play a more hands-on role in managing the day-to-day operations of the branch, in the absence of a branch coordinator.

This change will increase personnel costs at the Pulaski Branch by \$3,783. However, the new configuration should alleviate what has been a regular need for extra hours to cover vacations and other staffing problems.

2.) At the Kress Family Branch, and in Circulation at the Central Library, **the Library Director recommends that the Library Board delete a 19.5 hour/week Clerk at each location, and add two (2) nine-hour per week Shelves at each location and recommends advertising and filling the two open shelve positions.** Between the lower wage and lower fringe costs associated with recent benefit policy changes, this change will save \$7,462 at each of the two locations. At the Weyers-Hilliard Branch, **the Library Director recommends that the Library Board delete an 11 hour/week Clerk, and add one (1) nine-hour per week Shelve and recommends advertising and filling that position,** for a savings of \$4,705. In addition to the real savings in personnel costs, the less intensive training period and more focused work assignment should bring further efficiencies.

3.) The Library's administrative team has worked more and more effectively over the past years, especially after changes throughout 2010 to the allocation of duties among team members. Since then, it has become clear that the demands on the Office Manager II position in Administration go beyond what are reasonable to expect of that position as compared to other similar positions throughout the County, and in relation to other Library jobs. The role has grown to include significant work in three areas that go beyond the scope of the County's Office Manager II position description: Library programming; communications and development; and senior management team member.

In addition to the work itself, the training, experience and abilities specified in the Office Manager II position description fall far short of what is required in order to perform the work we need to have done. This position plans, develops and facilitates programs for children, teens and adults system-wide, duties typically associated with the professional Librarian I position. The position also functions as a member of the Library's senior management team and requires the ability to apply principles of influence systems such as supervising, managing, leading, teaching, directing, planning, coordinating and controlling, abilities typically developed through experience beyond what the Office Manager II position requires.

To rectify this situation, **the Library Director recommends that the Library Board delete the current Office Manager II position, and add a new position, Communication and Library Program Manager.** The new position will fall within the same classification level currently occupied by the current Library Supervisor and Collection Development Manager positions. This change will increase personnel costs \$6,310.

Title	Classification	Hourly Rate	Annual Rate
Office Manager II	grade 15, step 3	\$22.14	\$46,058
Librarian I	(union)	\$22.74	\$47,299
Communication and Library Program Manager	grade 17, step 2	\$24.27	\$50,486
Librarian II	(union)	\$25.14	\$52,291
Library Supervisor / Collection Development Manager	grade 17, step 5	\$26.50	\$55,120

The net effect of all three Table of Organization changes is a savings of \$9,537, or approximately 10% of the budget shortfall anticipated for 2012.

The financial impact of these changes is as follows:

Position	Hours	Location	Action	Salary	Fringe	Total	Net Savings
1.0 Librarian I	37.5	Branch Coordinator	Delete	\$ 44,343.00	\$ 18,845.78	\$ 63,188.78	
.53 Librarian I	20	Children's Librarian	Add	\$ (23,649.60)	\$ (10,051.08)	\$ (33,700.68)	
.67 Senior Library Assistant	25	Pulaski	Add	\$ (23,348.00)	\$ (9,922.90)	\$ (33,270.90)	\$ (3,782.81)
.52 Clerk	19.5	Central	Delete	\$ 10,666.06	\$ 4,533.08	\$ 15,199.14	
.24 Shelver	9	Central	Add	\$ (3,393.00)	\$ (475.46)	\$ (3,868.46)	
.24 Shelver	9	Central	Add	\$ (3,393.00)	\$ (475.46)	\$ (3,868.46)	\$ 7,462.22
.52 Clerk	19.5	Kress	Delete	\$ 10,666.06	\$ 4,533.08	\$ 15,199.14	
.24 Shelver	9	Kress	Add	\$ (3,393.00)	\$ (475.46)	\$ (3,868.46)	
.24 Shelver	9	Kress	Add	\$ (3,393.00)	\$ (475.46)	\$ (3,868.46)	\$ 7,462.22
.29 Clerk	11	W-H	Delete	\$ 6,016.75	\$ 2,557.12	\$ 8,573.87	
.24 Shelver	9	W-H	Add	\$ (3,393.00)	\$ (475.46)	\$ (3,868.46)	\$ 4,705.41
1.0 Office Manager II	40	Admin	Delete	\$ 46,058.06	\$ 19,574.68	\$ 65,632.74	
1.0 Communications & Library Programs Manager	40	Admin	Add	\$ (50,485.97)	\$ (21,456.54)	\$ (71,942.51)	\$ (6,309.77)
NET SAVINGS							\$ 9,537.26

This table of organization change and permission to fill open positions and subsequent annual savings, were approved at the January 19, 2012 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on February 2, 2012 as part of the Director's Report and attached to the meeting minutes.

MEMO

Date: January 3, 2012

To: Brown County Library Board

From: Lynn Stainbrook, Director

Re: New Classification: Shelver

The description and expectations for the Library's current Clerk position are too broad to be as functional or effective as they increasingly need to be. Public service Clerks are asked to do the very task-oriented, independent and physical job of checking in and reshelving library materials. At the same time, they are also expected to know the Symphony circulation system and associated policies, and to be people-oriented providers of great customer service. These requirements pose a number of challenges for the Library:

- We often have difficulty finding qualified candidates who have strengths in both areas.
- The task of fully training part-time staff, particularly those who work only 11 hours per week, within the six-month probationary period is a time-consuming challenge for supervisors.
- Staff members who excel in one area or the other – in handling materials, or in providing customer service – are often much less effective in the area to which they are not as well suited, leading inevitably to work not done as efficiently or at the level of quality as the Library needs.

Many other public libraries approach this challenge by splitting up the duties between two different positions: circulation clerks, and shelvers. I recommend that the Brown County Library add a Shelver classification to help address the challenge.

Shelvers at Brown County Library will be expected to return library materials to their proper shelving locations. They may be asked to use our automation system to check items in, but this is essentially a workroom task that does not require customer service skills, and that poses limited exceptions or problems that require a high degree of independent judgment. The Shelver will be an entry-level, minimum wage position, which will provide substantial savings in our personnel budget, and has the added benefit of attracting more high school and college-age applicants, individuals who are often well-suited to the limited schedule (9 hours/week – three 3-hour shifts) and the physical demands of the work.

As existing Clerk positions become vacant, we will evaluate the needs at the location and decide whether to retain them as Clerks, or to convert them to Shelvers. While it is simple to calculate the number of Shelver hours required to return materials back to the shelf at each location based on the number of items circulated each year, the ultimate decision will also take into consideration the size of the staff and the amount of staffing flexibility needed.

Library Closing Schedule for 2012

January 1 (Sun)	New Year's Day (Library closed.)
January 2 (Mon)	Holiday Weekend (Library closed. Paid holiday for New Year's Day.)
April 6 (Fri)	Good Friday (Library closes at 12:00 pm. Paid 1/2-day holiday.)
April 7 (Sat)	Saturday before Easter (Open regular hours.)
April 8 (Sun)	Easter (Library closed. Unpaid.)
May 27 (Sun)	Sunday before Memorial Day (Library closed.)
May 28 (Mon)	Memorial Day (Library closed. Paid holiday.)
July 4 (Wed)	Independence Day (Library closed. Paid holiday.)
September 3 (Mon)	Labor Day (Library closed. Paid holiday.)
November 22 (Thurs)	Thanksgiving Day (Library closed. Paid holiday.)
December 24 (Mon)	Christmas Eve (Library closed. Paid holiday.)
December 25 (Tue)	Christmas Day (Library closed. Paid holiday.)
December 31 (Mon)	New Year's Eve (Library closes at 5:00 pm.)

January 1, 2013 (Tue)	New Year's Day (Library closed. Paid holiday.)

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 27, 2012 and continue through Sunday, September 2, 2012. Summer hours for Saturdays will begin on Saturday, June 2, 2012 and continue through Saturday, September 1, 2012.

Proposed 1/19/11

Library 2011 Budget Carryover Details of Actual Expenditures

2010 to 2011 CARRYOVER PROJECTS APPROVED/Added later	PROJECT	Project Cost	STATUS
County Levy			
Books, Periodicals & subscriptions	Operations	\$150,000	Completed 2/15/11
Provide Cost Estimate for Repairing Central	Operations	\$10,500	Completed 2/24/11
Provide Cost Estimate for Phasing Repairs & Renovation	Operations	\$3,000	Completed 4/25/11
*Facility Maintenance & Energy Conservation Methods	Facilities	\$233,075	Completed - see details below
Custom Programming for collection agency report	Operations	\$3,300	Completed
Authority Control Processing for Online Catalog	Operations	\$10,250	Completed 5/23/11
Used to balance 2011 budget	Operations	\$130,885	Completed
Folder/Sealer Machine for Mailers, supplies	Operations	\$2,759	Completed 2/11
408,000 RFID conversion labels	Operations	\$55,890	\$1,520 for SW+ 64,180 for Cen & new
Total 2011 County Levy Carryover	\$599,659		
Total Expended		\$599,659	
* Facility Maintenance & ECM Detail:			Energy & Engineering Audit Recomm:
Ashwaubenon - Retro Commisioning/DDC	Facilities	\$9,214	Completed 1/4/11
Ashwaubenon - Humidification System	Facilities	\$84	A fix rather than a replacement completed
Ashwaubenon - DX Cooling Modification	Facilities	\$500	Tried to modify
Ashwaubenon - Insulation Repair	Facilities	\$4,568	Completed 5/31/11
Ashwaubenon - Replace Exterior Doors	Facilities	\$5,330	Completed
Ashwaubenon - Replace Exterior Windows	Facilities	\$3,350	Completed 2/26/11
Ashwaubenon - Restroom renovation (ADA)	Facilities	\$45,411	Completed 12/11
Ashwaubenon - Restroom fixtures	Facil/Supplies	\$5,253	Completed 12/11
Kress - Ductwork Repair	Facilities	\$3,615	Completed 4/26/11
Kress - Recommission	Facilities	\$4,950	Completed 4/19/11
Kress - reupholster chairs	Facilities	\$10,400	Completed 11/12
East - Upgrade electrical wiring	Facilities	\$3,700	Completed
Weyers-Hilliard - Recommission building	Facilities	\$4,200	Completed
Weyers-Hilliard - Paint interior	Facilities	\$19,500	Completed 2/22/11
Pulaski - Install occupancy sensor	Facilities	\$500	Completed 1/11
Pulaski - Insulate Story hour room	Facilities	\$198	Completed 2/26/11
Southwest - Replace circuit breakers & panels	Facilities	\$2,975	Completed
Southwest - Restroom Renovation (ADA)	Facilities	\$42,890	Completed 11/12
Southwest - Restroom & Janitor's closet fixtures	Facil/Supplies	\$5,527	Completed 11/12
Security cameras at various locations	Facilities	\$5,015	Completed 3/31/11
Card Access System Upgrade - three locations	Facilities	\$4,554	Completed 4/11/11
Engineering designs for bathrooms at Ash & SW	Facilities	\$16,000	Completed 11/11
DDC Modifications - All libraries	Facilities	\$500	Completed 8/11
Skylight Engineering	Facilities	\$30,000	Completed
Central - DDC Software Upgrade to Windows 7	Facilities	\$4,841	Completed 4/28/11

\$233,075

WINTER CROWN HYDRATION INJURY ON TURF: CAUSES AND CURES

**John Roberts
University of New Hampshire
Durham, NH**

Crown hydration damage continues to be one of the most destructive yet least preventable forms of winter kill. It is a problem generally associated with turf growing in wet soils whose saturated cells rupture and die following extreme fluctuations in freezing and thawing temperatures. Many of the specific environmental conditions required to cause damage are not fully understood. However, serious injury has been reported when warm temperatures are followed by rapid decreases in soil temperatures below 20°F.

Golf courses located in the central and northern states are prime targets and can be damaged anytime throughout the winter. However, turf in these regions is especially vulnerable to crown hydration damage in the 2 to 3 week transition period during snowmelt in early spring when standing water and saturated crown tissues often exist on semi-frozen soil surfaces. This is especially apparent on greens which are not contoured to allow for surface run-off. Also, in this transition period, wide daily temperature changes are common, the turfs carbohydrate levels are low, and the young tissues being produced are highly susceptible to crown hydration damage.

The past couple of New Hampshire winters exploring the causes of crown hydration damage have uncovered some interesting results. Here are a few of the key findings:

1. **TRANSITION PERIOD IS THE MOST CRITICAL:** During the 2 to 3 week snowmelt period in early spring standing water and saturated crown tissues often exist on semi-frozen soil surfaces. Wide and rapidly changing freezing and thawing temperatures also occur during this period. In addition the turf is physiologically in a weak condition and the young new tissues being produced are extremely more vulnerable than tissues found in dormant turf during mid winter. This is not to imply that turf cannot be killed during the months of December through February. It can. However, the environment (temperature fluctuations) needed to damage turf need to be more severe.
2. **POA IS THE MOST SENSITIVE SPECIES:** This should come as little surprise to many that have witnessed just the loss of Poa in greens equally mixed with bents. Between the various bentgrasses the velvet and creeping types were the most tolerant. The colonial bent was intermediate (yet considerably more resistant than the Poa).
3. **FALL POTASSIUM IMPROVED TOLERANCE:** During the hardening period of late fall, samples fertilized with a high potassium diet (having a 1:2 nitrogen to potassium ratio) had 30 percent less damage than samples not receiving potassium. The least tolerant samples were those fertilized with nitrogen only (urea at 0.75 lbs.) during this critical hardening period (30 to 40 days before dormancy). Avoiding practices that promote active growth during the hardening period help prepare the turf for the demanding winter months ahead.
4. **RAPID TEMPERATURE CHANGES ARE MORE DAMAGING:** Warm days and quickly freezing temperature changes at night result in greater damage than gradual fluctuating temperatures. When subjected to rapid reductions in temperatures under controlled freezer conditions 40 percent more injury occurred than to samples under field conditions. A snow cover during the transition

period serves as an insulator and helps protect the turf. The critical days follow the melt period (with or without early snow clearing) when the exposed and saturated soil surfaces are at 'the mercy' of Mother Nature.

5. **PREDICTING LETHAL TEMPERATURES DIFFICULT:** Due to its diversity and overall complexity forecasting the environmental conditions that result in damage will likely never be an exact science. However, guidelines can be established and improved as testing continues. In the trials at University of New Hampshire, for example the lethal soil temperatures to kill 50 percent or more of the *Poa* population in the transition period was 20°F and 10°F for the bents. To obtain this degree of damage the turf was subjected to 3 repeated freeze-thaw cycles with rapidly changing temperatures.

One of the key principals in reducing injury involves maintaining low crown hydration levels. However, under field conditions wet soil surfaces often exist as a result of the impermeable nature of frozen soils and the upward movement of water from the frozen soil below during the thawing periods. So over the years despite various attempts to eliminate crown hydration, large sections of greens can still be lost. Following severe winters field experience has shown turf (especially *Poa annua*) located in the portions of greens where water collects is the most often injured. This includes greens built with permeable soils and having sub-surface drainage.

A better understanding, innovative ideas, new technology, genetic breakthroughs and even small miracles might be necessary to help eliminate this complex problem. Clearly many fundamental questions remain unanswered. The ultimate fate of the turf still appears largely dependent on 'Mother Nature.' However, today's 'best management practices' help provide protection. These practices include: a) maximizing the bentgrass population, b) designing greens which allow for rapid surface run-off, c) constructing greens with permeable soils and installing drainlines for rapid sub-surface drainage, d) avoiding cultural practices which stimulate growth during the hardening period of late fall, and e) maintaining high potassium levels entering the winter.

Neville Public Museum of Brown County
Attendance 6-Year Span
(2005-2011)

	2006		2007		2008		2009		2010		2011	
	Visitors	Outreach	Visitors	Outreach	Visitors	Outreach	Visitors	Outreach	Visitors	Outreach	Visitors	Outreach
January	5,342	1,240	4,119	188	3,510	1,022	5,101	0	40	56	3,377	1,365
February	4,561	0	3,635	150	4,053	68	4,258	1,379	6,096	227	4,895	60
March	5,289	1,367	4,673	1,400	6,749	430	5,736	176	6,713	170	5,123	370
April	6,003	245	4,505	0	5,899	24	5,704	165	5,324	0	6,202	102
May	4,066	30	3,935	81	5,078	75	4,368	80	3,627	0	3,415	22
June	8,455	0	3,484	35	5,200	860	6,484	541	5,920	325	4,934	1,009
July	5,683	19	4,254	60	5,241	2,357	7,156	1,575	8,201	746	4,246	1,273
August	3,188	1,516	3,786	3,407	3,430	1,008	4,720	1,208	4,343	1,256	3,200	5,349
September	2,771	60	4,910	25	4,970	65	3,805	279	3,467	366	4,459	299
October	3,547	162	7,222	51	7,222	40	5,005	0	5,017	0	7,301	28
November	4,681	19	5,796	60	5,622	25	5,194	52	4,189	0	4,852	0
December	9,001	30	6,124	0	7,534	0	6,644	0	7,373	0	7,257	0
TOTALS	62,587	4,688	56,423	5,457	64,508	5,974	64,175	5,455	60,310	3,146	59,261	9,877

**Neville Public Museum
Director's Report
To
The Education & Recreation Committee
Brown County Board of Supervisors**

February 2, 2012

H.R. vacancies.

As per earlier communications, we are working to fill the open Clerk/Typist and the newly redefined and approved Visitor Services Coordinator positions. Until then, the "Museum Dashboard" and some other metric data will be unavailable due to no staff available to compile. It is my hope that we will have the above positions filled by March 15th, 2012.

I have also begun Personnel Performance Reviews and goal-setting with County staff. The process has gone well, and is part of the internal re-alignment of staff activities now taking place.

Note: The Neville Public Museum Foundation has filled the open Director of Development & Marketing position, critical to reaching our audience and fundraising targets for 2012 and beyond. This individual will begin work at the Museum on February 28th.

Request re: change to FREE Wednesday nights, to be for Brown County residents only

For the last few years, every Wednesday, from 6 PM to 8 PM, the Neville has been open to the public for free. This has been a wonderful way to allow Brown County taxpayers access to the institution that their tax dollars support. However, it is not only Brown County residents who take advantage of this free night. Therefore, and in the same way that many institutions structure these free-admission days and times, I am requesting that effective April 1st, 2012, free Wednesday nights are only free to BROWN COUNTY RESIDENTS WITH PROPER IDENTIFICATION. Discussion re: this policy change requested, as well as approval to submit required paperwork.

Discussion of On-going Governance Analysis

Ongoing discussion of possible changes in the governance model for the Neville Public Museum is proceeding, as per previous communications to the Ed & Rec Committee and as reflected in the minutes of both the Museum Governing Board and Neville Public Museum Foundation.

Ed & Rec Chairman Jesse Brunette will provide a short briefing along with the Museum Director in order to answer any questions individual members may have regarding this process and the goals being established for 2012.

New Admissions/POS/Fundraising software researched

A recognized institutional need is close to being addressed with the recommendation to purchase the Altru system from Blackbaud. A Case Study from the Portland Museum of Art was appended to materials sent out ahead of the February 2nd, 2012 meeting. I will be making a request to facilitate the purchase of this software by the Neville and the NEW Zoo at the meeting, with concomitant budget implications.

Major bequest received

The Lucia Stanfield Trust has made a major bequest to the Neville. Ms. Stanfield taught speech and language arts in Green Bay, including 30 years at West High School. After retiring, she volunteered for 25 years in the Museum's collections department, with a passion for art and art history. Her bequest is provided for major projects of "lasting significance and educational value," but notably "not for operating expenses. The trust is interested, however, in promoting "best practices" at the museum. There is also an explicit interest in the funds being used to leverage "prudent collaboration" with other, local NGOs and educational organizations.

January, 2012 HIGHLIGHTS

- Moneyville exhibit opened to public
- Geology Rocks exhibit opened to public
- Meetings held with Green Bay Public School administrators to increase curriculum connections
- The Neville is a co-sponsor of the upcoming Brown County 20/20 summit
- New Membership Program launched (includes ASTC)
- First in-house produced PSA completed for Moneyville
- New admissions, POS software researched, and recommendations being made (as referenced, above).

Membership Application

Please Return This Form
With Your Payment

Membership Categories

- ☐ \$35 Individual ☐ \$500 Adventurer
- ☐ \$45 Dual ☐ \$600 Bronze
- ☐ \$60 Family ☐ \$1,000 Silver
- ☐ \$100 Pioneer ☐ \$2,500 Gold
- ☐ \$250 Explorer ☐ \$5,000 Platinum

Method of Payment

- ☐ Check (payable to: Neville Public Museum Foundation)
- ☐ Visa
- ☐ Mastercard

Credit Card # _____

Expiration Date _____

Signature _____
(required for credit card purchase)

In addition to my membership, I wish to make a tax deductible donation to the Neville Public Museum Foundation in the amount of: \$ _____

Total Enclosed \$ _____

Questions?

Call 920-448-7850
www.nevillepublicmuseum.org

New for 2012!
Effective May 1, 2012

**Get FREE admission
at over 300 museums
worldwide!**

We've joined the ASTC

(Association of Science-Technology Centers) "Travel Passport Program."

This entitles Neville Public Museum members to free General Admission at over 300 museums and science centers in 12 countries!

More information about this new member benefit is available on our website.

Visit www.nevillepublicmuseum.org

Neville Public Museum Foundation, Inc.
PO Box 325
Green Bay, WI 54305-0325

The Neville Public Museum Foundation is a not-for-profit organization whose purpose is to support exhibits and programs at the Neville Public Museum of Brown County.

Contributions to the Foundation are tax deductible as allowed by law.

Thank you for your support!

**Become A Friend
of the Neville**



**Neville
Public
Museum**

Foundation

210 Museum Place
Green Bay, WI 54303

Accredited by the American
Association of Museums

Annual General Membership

\$35 INDIVIDUAL

Unlimited Admission for 1 adult for 12 months
plus 10% discount in our Gift Shop

- Invitations to Members Only exhibit openings & special events
- Discounts and advance registrations for classes, workshops and programs
- Time Travelers Program: Present your Friends of the Neville membership card at over 200 museums across the US and receive gift shop and/or admission discounts
- ASTC Travel Passport Program allowing free admission to over 300 museums and science centers in 12 countries! **Effective May 1, 2012!**

\$45 DUAL

Unlimited Admission for 2 adults for 12 months plus all the benefits of Individual

\$60 FAMILY

Unlimited Admission for 2 adults & their children/grandchildren under 18 years of age for 12 months plus all the benefits of Individual

\$100 PIONEER

Unlimited Admission for 2 adults for 12 months plus 2 (one time) additional guest passes and all the benefits of Individual

\$250 EXPLORER

Unlimited Admission for 2 adults for 12 months plus 4 (one time) additional guest passes and all the benefits of Individual

\$500 ADVENTURER

Unlimited Admission for 2 adults for 12 months plus 6 (one time) additional guest passes and all the benefits of Individual

See our website for details.

Annual Corporate Membership

\$600 BRONZE

- Company name on Corporate Recognition Board
- 25 one-time-use passes for your employees
- Our quarterly e-musepaper and monthly e-newsletter available to all company employees (we email to designated person to forward to employees internally)
- Opportunity to sponsor a field trip to the NPM by a class from the school of company's choice

\$1,000 SILVER

- All the benefits of Bronze
- An additional 25 one-time-use passes for your employees (total of 50 passes)

\$2,500 GOLD

- All the benefits of Silver
- An additional 25 one-time-use passes for your employees (total of 75 passes)
- One guided tour of the Museum by the Director for company leadership locally and/or company officers from other sites.
- One time use of our Board Room for your private event

\$5,000 PLATINUM

- All the benefits of Gold
- An additional 25 one-time-use passes for your employees (total of 100 passes)
- Company Day specified date when general admission is free to all your employees and their families with company identification.

Membership Application

Please Return This Form With Your Payment To:

Neville Public Museum Foundation
PO Box 325 • Green Bay, WI 54305

Name _____

Address _____

City _____

State _____ Zip _____

Email _____

Phone _____

___ New Member

___ Renewal

___ This is a gift membership from:

Name _____

Address _____

City _____

State _____ Zip _____

Please send gift membership: ___ to Recipient
___ to Me

Memberships make wonderful gifts, too!
Give the gift of membership and allow others to enjoy all the privileges of membership in the Friends of the Neville.

Questions?

Call 920-448-7850

www.nevillepublicmuseum.org

OVER →

Neville
Public
Museum

Foundation

Questions?

Call 920-448-7850

www.nevillepublicmuseum.org

Design support provided by Arketype

Mountain bike trail request update for the Committee members

2-2-2012

- ☐ View photo of the Pugsley bike which will be used on the winter mountain bike loop
- ☐ In mid-January the club members came out and did some work on the proposed trails, which would be located between Westview and Sunrise roads. The route was flagged and pruned. Volunteer turn-out was 56 hours that day. The length of the proposed trail is about 2.5 miles.
- ☐ On Friday, January 20th County staff cut numerous stumps and widened corners for possible snowmobile grooming which would require about .5 hours per week to complete.
- ☐ Earlier this week Neil, Doug, myself and staff toured the trail for the snow bike loop. Over all everyone thought the proposal would work with a minor change to the route. At two locations the trail crossed over our snowmobile trails. Safety and user conflict was a concern. We have asked the club to utilize areas east of the snowmobile trails to keep mountain bikers off the snowmobile trails. Environmental impact was also a concern, so the general feeling was that the trail would need to be opened and closed at specific times during the year to alleviate issues with damage to the property. The trail would probably be opened after deer season with frost in the ground and close in late winter. No summer riding would be allowed on this trail. This area is heavily used by both gun and bow hunters. This would also eliminate any user conflict concerns with those groups as well. We are currently not open for any late season hunting due to cross country skiing, so that would not be a problem. New user fees were discussed with an annual pass or separate winter and summer passes.
- ☐ Neil requested a meeting with the clubs this month to discuss all aspects of the proposal in more detail.

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2012 REPORT
2010, 2011, 2012

ATTENDANCE

MONTH	2010	2011	2012
January	834	592	1,478
February	1,649	1,240	
March	11,754	4,112	
April	29,292	16,835	
May	38,070	34,741	
June	41,647	43,321	
July	39,142	40,042	
August	42,345	48,792	
September	17,938	15,637	
October	27,836	31,148	
November	2,571	2,693	
December	1,266	1,949	
TOTAL	254,344	241,102	1,478

ADMISSION & DONATIONS

	2010		2011		2012		DONATION BIN	(-)/(+)	2010		2011		2012
	ADMISSIONS	DONATION BIN	ADMISSIONS		ADMISSIONS				PER CAP	PER CAP	PER CAP	PER CAP	
MONTH													
January	1,532.00	590.80	1,239.00	389.55	2,544.25	499.00	1305.25		\$1.84	\$2.09		\$1.72	
February	3,714.10	41.00	2,506.00	429.78					\$2.25	\$2.02			
March	27,371.74	184.00	9,465.00	83.95					\$2.33	\$2.30			
April	57,448.67	931.97	33,618.40	-					\$1.96	\$2.00			
May	118,802.99	427.56	100,768.40	515.18					\$3.12	\$2.90			
June	112,869.92	385.04	122,512.42	526.74					\$2.71	\$2.83			
July	115,654.19	483.99	123,122.83	616.58					\$2.95	\$3.07			
August	129,290.88	476.65	141,956.40	547.61					\$3.05	\$2.91			
September	50,826.50	657.88	50,013.28	791.07					\$2.83	\$3.20			
October	30,099.13	131.50	36,991.97	469.46					\$1.08	\$1.19			
November	6,103.00	251.00	7,318.45	186.05					\$2.37	\$2.72			
December	3,380.28	1,552.00	4,801.73	271.41					\$2.67	\$2.46			
TOTAL	\$657,093.40	\$6,113.39	\$634,313.88	\$4,827.38	\$2,544.25	\$499.00	1305.25		\$2.43	\$2.47		\$1.72	

Gift Shop, Mayan and Admissions Revenue January 2012

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Il Adopt/zoo	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Sun	1	3.28	5.22	-	-	-	-	-	-	-	-	0	14,2,4
Mon	2	-	24.38	64.00	15.17	-	-	-	-	-	-	23	20,2
Tue	3	35.44	7.98	216.00	21.80	128.00	517.00	400.00	-	-	-	6	18,1,2
Wed	4	-	61.69	59.25	24.64	131.00	-	-	-	-	-	36	28,1
Thu	5	-	35.25	19.00	14.22	54.00	-	-	-	-	-	9	38,1
Fri	6	41.07	84.36	124.00	74.88	237.00	360.00	65.00	-	1.90	-	118	43,2
Sat	7	238.67	270.42	373.00	127.96	64.00	-	-	-	-	-	271	35,1
Sun	8	96.96	188.61	253.00	108.06	187.00	4.00	-	-	-	-	161	36,2
Mon	9	21.97	7.74	21.00	15.17	59.00	-	-	20.10	-	-	19	44,2
Tue	10	38.50	195.31	281.00	95.73	259.00	-	-	-	-	-	209	42,1
Wed	11	24.01	210.91	185.00	71.09	246.00	-	-	-	-	-	126	47,1
Thu	12	-	10.65	20.00	0.95	-	-	-	-	-	-	0	24,4
Fri	13	-	2.25	-	5.69	-	-	-	-	-	50.00	0	20,2
Sat	14	52.71	39.91	90.00	21.09	-	-	-	-	-	-	31	22,2
Sun	15	19.94	30.31	19.00	17.06	-	-	-	-	-	50.00	17	30,1
Mon	16	-	19.89	19.00	13.27	-	-	-	-	-	-	22	31,1
Tue	17	-	9.00	-	12.32	123.00	175.00	-	-	-	-	5	32,1,4
Wed	18	-	4.09	12.00	-	-	-	-	-	-	-	4	16,1
Thu	19	-	8.60	-	1.90	128.00	-	-	-	-	-	3	1,2
Fri	20	-	22.32	-	5.69	-	-	-	-	-	-	2	7, 2,4
Sat	21	32.94	72.62	78.00	38.86	-	-	24.00	-	-	-	36	13, 1
Sun	22	11.98	62.22	33.00	66.40	-	-	-	-	-	-	31	31, 3
Mon	23	9.99	14.80	6.00	6.64	-	-	-	-	-	-	4	34,2,3,4
Tue	24	34.24	61.27	192.00	10.43	192.00	93.00	-	-	-	-	37	0
Wed	25	64.22	68.79	58.00	12.32	-	-	10.00	-	-	-	38	31,2
Thu	26	33.68	9.97	88.00	71.09	-	25.00	-	10.00	-	-	39	34,2
Fri	27	77.34	83.04	116.00	63.79	-	-	-	-	-	-	67	0
Sat	28	109.25	61.90	71.00	20.85	-	-	-	-	-	-	45	28, 1, 2
Sun	29	26.71	25.55	85.00	46.45	-	-	-	-	-	-	40	34, 1, 2
Mon	30	37.13	22.54	-	11.37	64.00	-	-	-	-	-	20	30,1
Tue	31	29.70	18.01	62.00	94.55	-	-	-	-	-	-	59	46, 1
Total		\$ 1,039.73	\$ 1,739.60	\$ 2,544.25	\$ 1,089.44	\$ 1,872.00	\$ 1,174.00	\$ 499.00	\$ 30.10	\$ 1.90	\$ 100.00	1,478	

Volunteers

4 = Snow

3 = Rain

2 = Overcast

1 = Sunny

Total Attendance

1478

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

**2012 REPORT
2010, 2011, 2012**

					2010	2011	2012
					PER	PER	PER
Paws & Claws					CAP	CAP	CAP
Gift Shop	2010	2011	2012	(-)/(+)			
January	\$ 1,100.43	\$ 850.64	\$ 1,039.73	\$ 189.09	\$1.32	\$1.44	0.70
February	\$ 1,733.75	\$ 1,813.73			\$1.05	\$1.46	
March	\$ 10,694.13	\$ 4,436.34			\$0.91	\$1.08	
April	\$ 25,606.74	\$ 12,644.60			\$0.87	\$0.75	
May	\$ 41,462.02	\$ 36,626.74			\$1.09	\$1.05	
June	\$45,906.57	\$44,855.32			\$1.10	\$1.04	
July	\$ 44,312.40	\$ 46,882.07			\$1.13	\$1.17	
August	\$ 48,932.87	\$ 50,252.33			\$1.16	\$1.03	
September	\$ 16,193.99	\$ 15,149.13			\$0.90	\$0.97	
October	\$ 17,078.70	\$ 18,782.65			\$0.61	\$0.60	
November	\$ 2,444.98	\$ 3,733.23			\$0.95	\$1.39	
December	\$1,847.89	\$3,659.67			\$1.46	\$1.88	
TOTAL	\$ 257,314.47	\$ 239,686.45	\$ 1,039.73	\$ 189.09	\$ 1.05	\$ 1.15	\$ 0.70

					2010	2011	2012
					PER	PER	PER
Mayan					CAP	CAP	CAP
Taste of Tropic	2010	2011	2012	(-)/(+)			
January	\$ 1,702.25	\$ 974.96	\$ 1,739.60	\$ 764.64	\$2.04	\$1.65	\$1.18
February	\$ 2,542.97	\$ 1,677.23			\$1.54	\$1.35	
March	\$ 13,071.01	\$ 4,831.74			\$1.11	\$1.18	
April	\$ 22,461.64	\$ 13,908.56			\$0.77	\$0.83	
May	\$ 40,170.65	\$ 33,326.69			\$1.06	\$0.96	
June	\$44,864.86	\$47,807.81			\$1.08	\$1.10	
July	\$ 48,815.59	\$ 52,190.85			\$1.25	\$1.30	
August	\$ 52,917.17	\$ 57,760.72			\$1.25	\$1.18	
September	\$ 19,543.36	\$ 19,539.45			\$1.09	\$1.25	
October	\$ 22,334.07	\$ 25,618.50			\$0.80	\$0.82	
November	\$ 2,874.40	\$ 2,972.94			\$1.12	\$1.10	
December	\$ 1,797.83	\$ 2,594.06			\$1.42	\$1.33	
TOTAL	\$ 273,095.80	\$ 263,203.51	\$ 1,739.60	\$ 764.64	\$1.21	\$ 1.17	\$1.18

ZOO PASS							
MONTH	2010	2011	2012	(-)/(+)	NEW	RENEWAL	TOTAL
January	\$2,317.00	\$1,385.00	\$1,872.00	\$ 487.00	14	10	24
February	\$ 3,177.00	\$ 2,485.00					
March	\$17,882.00	\$8,042.00					
April	\$ 24,530.00	\$ 21,614.00					
May	\$ 28,047.00	\$ 24,232.00					
June	\$25,770.00	\$20,412.00					
July	\$ 18,033.00	\$ 12,127.00					
August	\$ 14,188.00	\$ 10,538.00					
September	\$ 6,816.00	\$ 5,341.00					
October	\$ 5,581.00	\$ 5,036.00					
November	\$ 4,494.00	\$5,802.00					
December	\$ 8,660.00	\$ 10,079.00					
TOTAL	\$ 159,495.00	\$ 127,093.00	\$ 1,872.00	\$ 487.00	14	10	24



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LightHawk
P.O. Box 653
Lander, WY 82520
(307)332-3242
info@lighthawk.org



SEE REVIEWS ON



Illuminate ~ Empower ~ Protect

LightHawk is a volunteer-based environmental aviation organization that provides donated flights to conservation groups. Founded in 1979, LightHawk provides flight as a tool to accelerate conservation efforts and help our partners make headway in their work. Our partners find that their work is made more effective by flight, and in many cases, they are able to gain information and images that would have been otherwise impossible.

"The view from above allows you to see the land in its oneness and its interconnectedness. Everything down there - the hills and the draws, the rivers and the lakes - are all part of a whole. We tend to forget that... The flight strengthened my resolve to be the best possible steward of this truly remarkable part of the world."

- Bill Carey, Missoula County Commissioner, MT after a LightHawk flight.

LightHawk donates missions across the United States, Mexico, Central America and parts of Canada through skilled volunteer pilots who share the aerial perspective with about 250 conservation partners each year.



Priority boarding: see what it's like to go along on a LightHawk mission.



Go beyond the markers on the map and [explore the missions.](#)

News Feed



The Tortoise and the Air. [Check out our January WayPoint story.](#)



1000 miles in 100 days? Check out the latest [Tripods in the Sky](#) elevating the Florida Wildlife Corridor.



Thanks to our amazing supporters, LightHawk did some amazing things in 2011. Check out our [Seven Best from 2011](#) and our [2011 Snapshot](#).



Volunteer pilot David Miller shares his experience transporting Aplomado falcon chicks on a LightHawk flight in this month's issue of [Twin & Turbine](#). His article begins on page 21.



Go along as volunteer pilots navigate the busy airspace around Chesapeake Bay and the Delmarva peninsula in this month's [WayPoint](#).



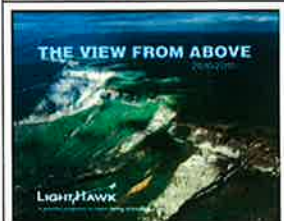
Flying wolf season has begun! [Watch a report](#) from the first flight from Oklahoma to Arizona.



A LightHawk donated flight for iLCP photographer Paul Nicklen enabled aerial images to bolster two articles in the [August 2011 issue](#) of National Geographic. See more photos in [Paul's online gallery](#).



The "Momma of the Mangroves" [takes to the air](#).



Coming to a mailbox near you, the [2010-2011 View from Above](#).
[Click here to email Bev](#) and request a copy mailed to you.



What do small planes have to do with [sea turtle conservation in Costa Rica](#)?



North Country Public Radio flies over the Adirondacks with volunteer pilot Bob Keller.
[Fly along on their adventure.](#)



[Arizona Public Media](#) explores how biologists are taking to the skies with LightHawk over the Colorado River Delta.



Watching the (eel)grass grow from 1,000 feet.
 High winds and cool aircraft at Sun N Fun, Florida.
 LightHawk pilots + world-class conservation photographers = Tripods in the Sky
 Ride along on a wolf transport flight.
 Our [latest newsletter](#) has the stories.



Calling LightHawk the "Watcher in the Clouds", check out [Portland Monthly magazine's excellent article.](#)



Question: How do dedicated volunteer pilots and world-class conservation photographers use aviation to move conservation forward?
 Answer: [Tripods in the Sky.](#)



Read what made "[Conservation Flyer](#)" Chris Boyer sign up as a LightHawk pilot the minute he reached the required 1,000 hour of PIC time.
 Acclaimed photographer and conservationist [Dave Showalter](#) profiles Montana's Chris Boyer in his [Western Wild](#) online journal.



[ABC News](#) covered how conservation "called in the cavalry" to bring attention to the Great Bear Rainforest in British Columbia. LightHawk provided the aerial perspective for International League of Conservation Photographers to bring attention to plans to transport oil through the Great Bear Rainforest.



Volunteer Pilot Jo Duffy talks about flying for California Marine Protected Areas in a radio spot from Public News Service, "[Protecting What's Under the Waves Gets a Look From Above](#)"

benefits

WildTimes*

genzaZoo



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ZOO PASS
ficate for a guided educational

Family! al Adoption Program



\$25

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\$50

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\$100

animal

\$250

us special recognition plaque naming

\$500

us special recognition plaque naming
isplayed on a special recognition

WHERE TO FIND THE NEW ZOO?

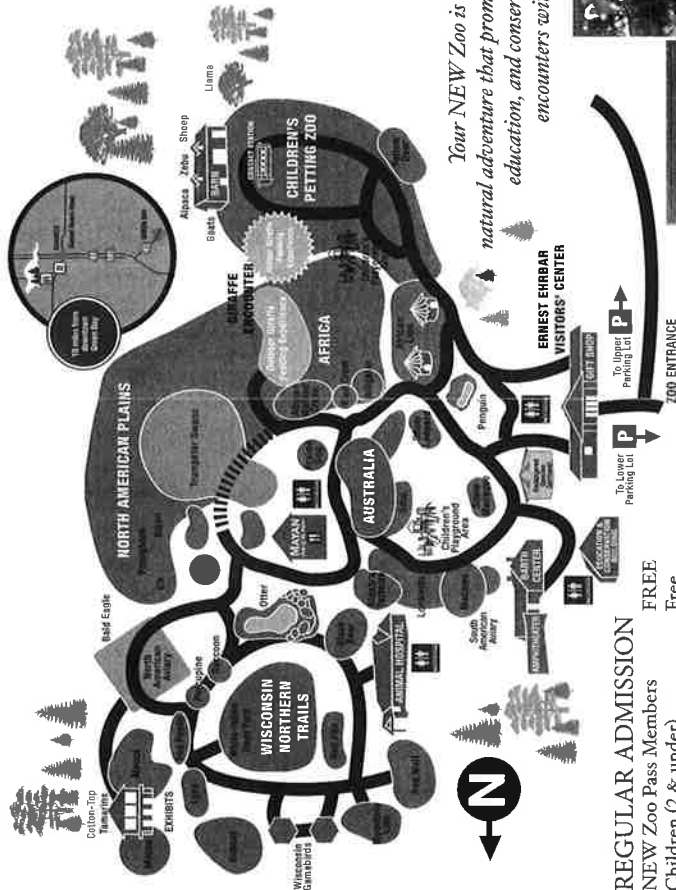
4374 Reformation Rd. Greer, WI 54933

PH: (920) 434-7841

Email: info@newzoo.com

Driving Directions:

From Hwy 41/42 exit Hwy 41 (Sawyer Beach Rd)
Follow Hwy 41 two miles west to Hwy 42 (Reformation Rd)
Follow Hwy 42 one mile north to the Zoo



Your NEW Zoo is an always new,
natural adventure that promotes recreation,
education, and conservation through
encounters with live animals.

REGULAR ADMISSION
NEW Zoo Pass Members FREE
Children (2 & under) Free
Children (3-15 years) \$4
Adults (16 years +) \$6
Seniors (62 years +) \$4
Family \$20

*Family is defined as up to two parents/adults and their children
under 18 years living in the same household.*

ZOO HOURS

April - May 9am-6pm
June - August 9am-8pm
September - October 9am-6pm
November - March 9am-4pm
Front entry door to zoo will lock 1/2 hour before posted closing time.

Admission is Half Price from 6-8pm on Wednesdays!

Admission is Half Price in January and February!
Front entry door to zoo will lock 1/2 hour before posted closing time.

Follow us on Facebook: www.facebook.com/NEWZooGB



LOOK WHO
CAN'T WAIT
TO SEE YOU!

ASSOCIATION
OF ZOOS &
AQUARIUMS



Guest Services & Rentals

Paws & Claws Gift Shop

Your newly expanded one-stop shop for animal related "conveniences". Shop our wide array of plush animals, clothing, jewelry and more. Check out our "book nook" for something to read or pick out a furry friend to cuddle with! Whether you're shopping for yourself or for a friend, there's something for everyone.

Mayan Taste of the Tropics Restaurant

Featuring tasty wraps, fresh salads, delicious desserts, along with the traditional fare of hot dogs, hamburgers and brats, you'll be able to feast amid the beasts. Not quite that hungry? Stop in for a snack - we offer nachos, popcorn, cheese curds, cotton candy and much more!

Catering and Rentals

Looking for the perfect place to hold a get-together? Consider us for your company picnic, corporate function or group meeting day or night! Spend time among the animals with custom packages to fit your budget and needs. Let us provide you with all the fixings for a "King of the Jungle" sized picnic!

Rides

Our Endangered Species Carousel and KC Stock Safari Train are ready for you to hop aboard, whether you're a kid or a kid at heart! Open May through October, weather permitting, you won't want to miss these opportunities for fun and education!

Stroller & Wheelchair Rentals

Strollers and wheelchairs are available on a first come, first served basis. For strollers, a small fee applies.

ATM

For your convenience, an ATM machine is located in the Visitor Center, near the main entrance.



Education

Tours and Classes

We've got the WILDEST educational experiences in town! Our tours, scout programs, and classes provide zoo guests with unique educational opportunities throughout the zoo. Our programs can even provide chances to meet animals up close and personal!

Feedings and Encounters

Our *Giraffe Feeding Experience* - located at the outdoor Giraffe Stand or at the indoor Giraffe Building during cold weather - is open twice a day, every day of the year. This amazing, one-on-one experience is something you won't want to miss! Animals in the Children's Zoo, like the goats, llamas, and alpacas, can be fed petting zoo treats any time of the day. Treats can be purchased at the Visitor Center upon arrival, or from machines located in the Children's Zoo area. The *Contact Station* allows zoo guests the opportunity to meet animal ambassadors, such as snakes, rabbits, turtles and more, up close and personal. The station is open during the summer months, as weather permits.

Zoomobiles

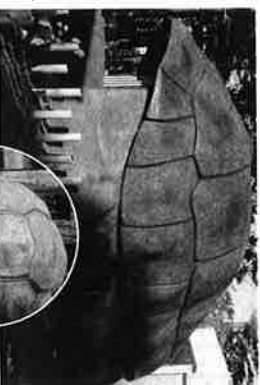
Talk about a wild way to get your group members excited about animals and education - we can bring the NEW Zoo right to you! Our animal ambassadors will live up any classroom, special event, conference, or assembly. We'll even visit your birthday party! We offer a variety of pre-designed programs, or we can tailor one specifically for your group's needs.

What does the Future Hold?

The NEW Zoo is one of only seven AZA Accredited zoos in the country that does not receive local or regional tax support for zoo's annual operating budget. Progress continues on the exciting journey of implementing the Master Plan for the NEW Zoo.

The Aldabra Tortoises

Tortoises are enjoying their newly constructed, state-of-the-art exhibit that is shaped just like a real tortoise shell, from both the outside and on the inside! Stop out to help us celebrate their new home, which is the first of its kind in the country.



Fundraising efforts continue for the completion of the Education & Conservation Building, which includes an educational "Conservation in Action" Hall. The facility will allow the zoo to expand educational opportunities and programming throughout the year. Now, more than ever, we need EXTRAORDINARY FRIENDS, visitors, sponsors, donors, and all of Northeastern Wisconsin to take ownership and contribute to the NEW Zoo's success.

ZOO E.

- Children should be attended.
- Animals are on special diets, feed, except in the permitted
- Do not toss coins, sticks, or s exhibits; animals may choke c
- Remain on walkways and do i
- Please do not lean against, sit
- fencing around the facility an
- Skateboards, skates, bicycles, in-line skates are not permit
- Alcoholic beverages are not a
- Smoking is prohibited
- Pets are not permitted in Zoc

In an attempt to provide the v our animals, many exhibits hav resemble the animals' natural h always active, you may need to exhibit to *observe them*.

